

**BOARD OF REGENTS MEETING
MOREHEAD STATE UNIVERSITY**
Adron Doran University Center, Room 329
Thursday, March 28, 2019
9:30 a.m.

Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. AD HOC NOMINATING COMMITTEE REPORT – ELECT OFFICERS:
CHAIR, VICE CHAIR, AND SECRETARY; APPOINT TREASURER**
- IV. EMPLOYEE, STUDENT AND DONOR RECOGNITION**
- V. PRESIDENT’S RECOMMENDATIONS AND REPORTS**
 - A. Consent Agenda (Action)**
 1. Approve Minutes of December 6, 2018 Meeting 1-5
 2. Approve Personnel Actions 6-11
 - B. Recommendations (Action)**
 1. Approve Tenure with Promotion 12
 2. Approve Faculty Phased Retirements 13
 3. Approve Sabbatical Leaves 14
 4. Approve Personnel Policy PAc-27 Tenure and
Reappointment Review..... 15-23
 5. Accept Second Quarter Financial Report and Amend
Operating Budget 24-33
 6. Approve Debt Restructuring of General Receipts Bonds,
2008 Series A..... 34
 7. Approve 2019-2020 Tuition and Mandatory Student Fees
and Student Housing Rental Rates 35
 8. Ratify 2020-2026 Six-Year Capital Plan 36-39
 9. Approve Coaches Contracts 40
 10. Ratify Student Government Association Constitution 41-67
 11. Ratify Staff Congress Constitution 68-86
 12. Approve Naming of Space Within Adron Doran University Center 87
 - C. Reports**
 1. Preliminary Spring Enrollment Report 88
 2. Report on Personal Service Contracts..... 89-90
 3. Report on Architecture and Engineering
Personal Service Contracts..... 91-92
 - D. President’s Report**

VI. OTHER BUSINESS

VII. FUTURE MEETINGS & EVENTS

- Spring Commencement Programs, May 11, 10 a.m. and 2 p.m.
- Audit Committee Meeting, Thursday, May 16
- Work Session, Thursday, May 16
- Quarterly Meeting, Thursday, June 6

VIII. ADJOURNMENT

**BOARD OF REGENTS MEETING
MOREHEAD STATE UNIVERSITY
December 6, 2018**

The Board of Regents of Morehead State University met at 9:00 a.m. on Thursday, December 6, 2018, in Room 329 of the Adron Doran University Center in Morehead, Kentucky.

CALL TO ORDER

Chair Walker called the meeting to order.

ROLL CALL

The following Board members were present: Brandon Bryer, Craig Dennis, Sanford Holbrook, Debbie Long, Wayne Martin, Jonathan Pidluzny, Craig Preece, Patrick Price, Kathy Walker and Terri Walters. Eric Howard was unable to attend.

MEDIA

Jami Hornbuckle, assistant vice president for communications & marketing, introduced Leeann Akers of Morehead State Public Radio.

**EMPLOYEE
RECOGNITION**

President Jay Morgan recognized Donnie Willoughby, manager of landscaping and grounds; Dr. Kim Nettleton, College of Education; and student-athletes Olivia Loughmier and Brandon Bryer, and congratulated them all on recent accomplishments. Dr. Melinda Willis was also recognized but unable to attend.

CONSENT AGENDA

Chair Walker asked if the Board would like to discuss any item on the Consent Agenda as follows:

1. Minutes of September 6, 2018 (IV-A-1)
2. 2018 Fall Graduates (IV-A-2)
3. Personnel Actions (IV-A-3)
4. 2017-18 Audit Report and Amend Operating Budget (IV-A-4)
5. Revision to Board of Regents Bylaws (IV-A-5)

MOTION: Mr. Preece moved that the Consent Agenda be approved. Mr. Holbrook seconded the motion.

VOTE: The motion carried unanimously.

**PRESIDENT'S
RECOMMENDATIONS**

The President recommended:

***PAc-2 Promotion to
Professor***

RECOMMENDATION: That the Board of Regents approve PAc-2 Promotion to Professor.

At MSU, policy defines the criteria, procedures and conditions for granting promotion from Associate Professor to Professor. The policy is outlined in PAc-2. The primary

**Bachelor of Science,
Space Systems
Engineering**

modification from the previous revision is the elimination of the college promotion committee as recommended by Faculty Senate.

(The recommended policy is attached to these minutes and marked IV-B-1)

MOTION: Mr. Martin moved that the Board approve the President's recommendation. Mr. Price seconded the motion.

VOTE: The motion carried unanimously.

The President recommended:

RECOMMENDATION: That the Board approve the Bachelor of Science in Space Systems Engineering proposal by the MSU Department of Earth and Space Science.

(Additional background information attached to these minutes and marked VI-B-2)

MOTION: Mr. Holbrook moved that the Board approve the President's recommendation. Mr. Dennis seconded the motion.

VOTE: The motion carried unanimously.

**First Quarter Financial
Statements**

The President recommended:

RECOMMENDATION: That the Board approve the financial statements and amend the operating budget for the first quarter of the fiscal year that will end June 30, 2019.

President Morgan said the University's financials are trending in a positive direction with an improved cash position.

(Financial Report and additional background information attached to these minutes and marked IV-B-3)

MOTION: Mr. Preece moved that the Board approve the President's recommendation. Mr. Bryer seconded the motion.

VOTE: The motion carried unanimously.

**PG-55 Technology
Resource Acceptable Use**

The President recommended:

RECOMMENDATION: That the Board approve the revised personnel policy PG-55 related to acceptable use of University technology resources.

(The recommended policy is attached to these minutes and marked IV-B-4)

*Delegation of Authority
for Architect/Engineer
Selection*

MOTION: Ms. Long moved that the Board approve the President's recommendation. Mr. Martin seconded the motion.

VOTE: The motion carried unanimously.

The President recommended:

RECOMMENDATION: That the Board approve a request to delegate authority for selection of Architect and Engineer services to the University President.

The University undertakes construction projects necessary to maintain, improve, and expand appropriate equipment and facilities to support the institution's mission. On June 10, 2016, the Board approved a request to locally manage future capital construction projects. Architect and engineer services are necessary as part of the capital construction process.

KRS 164A.590 authorizes the governing board of the institution to evaluate, select, and negotiate a contract with qualified firms for architectural and engineering services. KRS 164A.560 allows the governing board to delegate this responsibility, by University regulation, to appropriate officials of the institution.

The University President has in place the appropriate systems, processes, and personnel necessary to evaluate, select, and negotiate contracts for architect and engineer services. Management of this process through the University President will streamline decision making and approvals and will provide for faster and more efficient delivery of services to the projects.

President Morgan noted that the University does not have any large projects coming up. Given that most contracts are small, the task of selecting firms for these services would be very time consuming for the Board.

MOTION: Mr. Holbrook moved that the Board approve the President's recommendation. Mr. Martin seconded the motion.

VOTE: The motion carried unanimously.

REPORTS

*Final Fall 2018
Enrollment*

The final headcount enrollment for fall 2018 was 10,200, a 3.6% decline from fall 2017. First-time degree seeking undergraduates in fall 2018 numbered 1,473. Eagle Scholars (early college) was down slightly at 2,868. Retention of fall 2017 first-time undergraduates to fall 2018 was 73.7%, while the retention of first-time underrepresented minority freshmen is 78%. Both retention rates constitute improvement over previous years. The ACT and GPA of new bachelor degree seeking students are 23.1 and 3.51 respectively.

	<p>President Morgan noted that he expects a statewide decline in dual credit/early college enrollment starting in fall 2019 due to rule changes that will make it difficult for smaller secondary schools to offer dual credit courses. He also expects fewer K-12 teachers seeking graduate degrees statewide due to the Kentucky Education Professional Standards Board removing the requirement for teachers to move to Rank II, which requires a master's degree.</p> <p>Further declines in graduate enrollment is expected as a result of the General Assembly removing the requirement for postsecondary institutions to offer tuition waivers for employees of other universities in the state. An agreement has been formed among the state's postsecondary institutions to continue to offer tuition waivers through the current academic year. There are no changes to the tuition waiver program that MSU offers to its own employees.</p> <p><i>(Final Enrollment Report for Fall 2018 attached to these minutes and marked IV-C-1)</i></p>
Performance Metrics	Ms. Jill Ratliff, chief planning officer/assistant vice president for planning, performance and effectiveness, presented the University's performance metrics results. Utilizing a dashboard tool called Tableau, the most recent results for the metrics were discussed.
Personal Service Contracts	There was only one personal service contract with an amount greater than \$10,000 issued between August 23 and November 15, 2018. It was to Robinson Kirlew & Associates for immigration legal representation on an as-needed basis up to \$15,000.
Health Insurance and Benefits for 2019	Early in 2018 an ad hoc task force of faculty and staff was formed to review employee health benefits, with the goal of containing costs and reducing expenses by \$1.5M in the 2019 plan year. The University will continue to use Anthem and be self-funded. The health and insurance plans will remain the same as in 2018. Higher health insurance premiums have been implemented, bringing the portion that MSU pays of the overall cost to 78% while the employee pays 22% (a change from 2018 which featured an 81/19 cost share split). MSU implemented a tobacco surcharge in 2017, and will increase the amount of the surcharge to \$200 per month in 2019. The University will also increase the charge for spouses who could obtain health insurance coverage from their own employer or through a retirement plan to \$150 per month. Dental benefits continue to be voluntary/employee funded. <i>(Report attached to these minutes and marked IV-C-4)</i>
PRESIDENT'S REPORT	President Morgan updated the Board on the upcoming fiscal year budget, demolition of Butler Hall which is planned for over the holiday break, other facility moves, and the issues of interest for the University in the upcoming legislative session.
Dissolution of Friends of Kentucky Folk Art Center	President Morgan stated that the Friends of the Kentucky Folk Art Center, Inc. met on December 4, 2018 and voted to recommend to the MSU Board of Regents that the Friends group be unincorporated and reconstituted as an advisory council, effective at the end of the year.

MOTION: Mr. Martin moved that the Board of Regents support the Friends of Kentucky Folk Art, Inc., an affiliate corporation of Morehead State University, and their formal request to dissolve their affiliate corporation. The motion includes that the Board formally dissolve the said affiliated corporation, and ask the President and General Counsel to work with the Kentucky Secretary of State's office for its dissolution effective with the end of the tax year 2018. It is understood that the assets of the Kentucky Folk Art Center will remain under the ownership of Morehead State University and/or the MSU Foundation, as will the building and its contents. Mr. Dennis seconded the motion.

VOTE: The motion carried unanimously.

ANNOUNCEMENTS

The 2019 quarterly meeting dates are:

March 28
June 6
September 12
December 5

ADJOURNMENT

There being no further business to conduct, Mr. Holbrook moved that the meeting adjourn at 11:18 a.m. Ms. Long seconded the motion. The motion carried.

Respectfully submitted,



Sharon S. Reynolds, Secretary
Board of Regents

RATIFY PERSONNEL ACTIONS

**BOR (V-A-2)
March 28, 2019**

Recommendation:

That the Board ratify the Personnel Actions for the period November 15, 2018 through March 8, 2019.

Background:

The Personnel Action Request Report includes actions related to:

- 1) full-time Faculty and Executive, Administrative and Managerial employees, excluding supplemental actions not listed under Item 3, below;
- 2) full-time non-classified Executive, Administrative and Managerial and Professional Staff positions (including supplemental actions);
- 3) supplemental actions for faculty acquiring managerial duties, excluding normal grant activities;
- 4) discipline;
- 5) leave of absences;
- 6) sabbaticals;
- 7) reassignments; and
- 8) retirements.

**MOREHEAD STATE UNIVERSITY
ROSTER POSITIONS SUMMARY
03/08/19**

	July 1 Authorized Positions	Current Authorized Positions	+/- Position Adjustments	Current Position Strength	% Current Strength
Office of the President	14.92	15.12	0.20	12.12	80.16
Division of University Advancement	28.78	27.58	-1.20	25.68	93.11
Division of Administration and Fiscal Services	79.75	79.20	-0.55	78.20	98.74
Facilities Management	115.66	113.66	-2.00	104.66	92.08
Division of Student Affairs	146.00	148.05	2.05	131.72	88.97
Division of Academic Affairs	30.83	43.98	13.15	39.98	90.90
Caudill College of Arts, Humanities & Social Sciences	133.22	133.24	0.02	127.36	95.59
Smith College of Business and Technology	47.12	47.22	0.10	44.22	93.65
College of Education	57.20	56.10	-1.10	54.10	96.43
College of Science	144.88	144.68	-0.20	138.68	95.85
Undergraduate Education & Student Success	40.63	28.83	-11.80	24.03	83.35
Regional Education & Outreach	9.00	5.90	-3.10	5.90	100.00
Camden-Carroll Library	25.70	25.90	0.20	22.10	85.33
	<u>873.69</u>	<u>869.46</u>	<u>-4.23</u>	<u>808.75</u>	<u>93.02</u>

Note: Positions are expressed in terms of full-time equivalency.

DEFINITIONS OF THE DIFFERENT KINDS OF APPOINTMENTS

- Full-Time Standing:** A Full-Time Standing Appointment designates an appointment that is full-time and for which no ending date is specified. Such appointments are terminable in accordance with the appropriate University policy. Full-time Standing Appointments must be backed with budgeted funds. Full-Time Standing Appointments may be used for all four payroll classification categories namely 1) Academic; 2) Administrative; 3) Staff Exempt; and 4) Staff Nonexempt (see PG-2). Full-Time Standing Appointments may be specified for nine, ten, eleven, or twelve months per fiscal year. This type of appointment is provided all regular University benefits.
- Full-Time Fixed:** A Full-Time Fixed Appointment designates an appointment that is full-time for a fixed period of time and for which an ending date is specified. Such appointments may be specified for nine, ten, eleven, or twelve months. The appointments do not have to be backed by permanent funds. Full-Time Fixed Appointments may be used for all four payroll classification categories namely 1) Academic; 2) Administrative; 3) Staff Exempt; and 4) Staff Nonexempt (see PG-2). This includes instructors and any other individuals in a classification covered by the tenure regulations. Such appointments are discontinued automatically at the specified ending date. Appointments may be terminated before the ending date for cause or business necessity. Full-Time Fixed Appointments may be renewed. Persons appointed to Full-Time Fixed Appointments are not converted to Full-Time Standing Appointments without an appropriate search or search waiver. This type of appointment is provided all regular University benefits.
- Supplemental:** A Supplemental Appointment designates an appointment which is supplementary to a Full-Time Standing or Full-Time Fixed Appointment and has the effect of providing an additional contractual provision beyond the term of the Full-Time Standing or Full-Time Fixed Appointments. For example, a Supplemental Appointment may be used if an individual whose regular appointment is for nine months but whose appointment is extended for one to three additional months. Supplemental Appointments will also be used to designate those appointments which are supplementary to Full-Time Standing or Full-Time Fixed Appointments to compensate for approved additional services normally outside the scope of regular duties. For example, A Supplemental Appointment can be used when an eligible employee is employed to teach a course for additional compensation. Regular University benefits, except sick leave and vacation accrual, continue with a Supplemental Appointment.

PERSONNEL ACTIONS
11/15/18 - 3/8/19

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action
Leave of Absence								
Upward Bound Programs	Menville, Shayla	02/05/19	03/24/19	Academic Bridge Coordinator	12	\$ 32,990.00	Full-Time Fixed	Leave Without Pay (Medical)
New Hires								
Biology & Chemistry	Wright, Nicholas	01/07/19	05/14/19	Instructor of Chemistry	9	\$ 42,669.00	Full-Time Fixed	New Hire
Sociology, Social Work & Criminology	Blankenship, Angela	01/07/19	05/14/19	Instructor of Social Work	9	\$ 41,000.00	Full-Time Fixed	New Hire
Veterinary Technology Program	Swim, Ashley	01/07/19	05/15/19	Instructor, Veterinary Technology & Clinician (Small Animal)	9	\$ 32,000.00	Full-Time Fixed	New Hire
Probation Completed								
Softball	Wonderly, Breanna	01/19/19		Assistant Women's Softball Coach	12	\$ 30,000.00	Full-Time Fixed	Probation Completed
Women's Basketball	Williams, Clint	01/05/19		Assistant Women's Basketball Coach	12	\$ 39,000.00	Full-Time Fixed	Probation Completed
Women's Volleyball	Martin, Sarah	09/15/18		Assistant Women's Volleyball Coach	12	\$ 32,000.00	Full-Time Fixed	Probation Completed
Promotions								
Commonwealth Educational Opportunity Ctr.	Sexton, Cassandra	02/01/19	08/31/19	TRiO Academic Coordinator	12	\$ 32,990.00	Full-Time Fixed Probationary	Title Change/Salary Adjustment
Nursing	Wallace, Lisa	08/12/19		Assistant Professor of Nursing	9	\$ 60,000.00	Full-Time Standing	Title Change/Salary Adjustment
Reassignments								
Agricultural Sciences	Holcomb, Jason	08/01/19		Associate Professor, Precision Agriculture/GIS & Geography	9	\$ 62,695.00	Full-Time Standing	Lateral Transfer/Title Change
Camden-Carroll Library	Whitt, Bridgette	02/16/19		Distance Instruction Librarian for Ext. Campus & Dual Credit	12	\$ 39,334.00	Full-Time Standing Probationary	Promotion/Title Change/Salary Adjustment
Human Resources	Floyd, Harry	03/01/19		Travel Coordinator/EEO Specialist	12	\$ 37,167.00	Full-Time Standing	Lateral Transfer/Title Change
Human Resources	Black, Paula	11/16/18		Employment and Training Manager	12	\$ 43,424.00	Full-Time Standing	Lateral Transfer/Title Change
Office of the Provost	Lowe, Sabra	05/01/19		Administrative Assistant to Provost	12	\$ 35,354.00	Full-Time Standing Probationary	Promotion/Title Change/Salary Adjustment
Registrar	Hughes, Karla	02/01/19		Assistant Registrar (Transfer Articulation & Student Records)	12	\$ 39,334.00	Full-Time Standing Probationary	Promotion/Title Change/Salary Adjustment
Testing Center	Reynolds, Sharon	01/16/19		Director, Testing	12	\$ 58,971.00	Full-Time Standing	Lateral Transfer/Title Change
Undergraduate Educ. & Student Success	Sexton, Gabria	01/21/19		Administrative Assistant to Associate Vice President	12	\$ 16.92	Full-Time Standing Probationary	Promotion/Title Change/Salary Adjustment
Renewals								
Football	Austin, Milo	01/01/19	12/31/19	Associate Head Football Coach	12	\$ 42,000.00	Full-Time Fixed	Renewal (FT Fixed)
Football	Edwards, Dovonte	01/01/19	12/31/19	Assistant Football Coach-Defensive Coordinator	12	\$ 45,000.00	Full-Time Fixed	Renewal (FT Fixed)
Football	Mueller, Adam	01/01/19	12/31/19	Assistant Football Coach	12	\$ 34,000.00	Full-Time Fixed	Renewal (FT Fixed)
Football	Rude, Brett	01/01/19	12/31/19	Assistant Football Coach	12	\$ 42,000.00	Full-Time Fixed	Renewal (FT Fixed)
Football	Stoudt, Cole	01/01/19	12/31/19	Assistant Football Coach	12	\$ 34,000.00	Full-Time Fixed	Renewal (FT Fixed)
Football	Strobel, Andrew	01/01/19	12/31/19	Assistant Football Coach	12	\$ 40,000.00	Full-Time Fixed	Renewal (FT Fixed)
Football	Tenyer, Robert	01/01/19	12/31/19	Head Football Coach	12	\$ 120,000.00	Full-Time Fixed	Renewal (FT Fixed)
Women's Soccer	Lipka, Warren	01/01/19	12/31/19	Head Women's Soccer Coach	12	\$ 55,000.00	Full-Time Fixed	Renewal (FT Fixed)
Women's Soccer	Rogers, Carl	01/01/19	12/31/19	Assistant Women's Soccer Coach	12	\$ 31,137.00	Full-Time Fixed	Renewal (FT Fixed)
Women's Volleyball	Becker, Kyrsten	01/01/19	12/31/19	Associate Head Women's Volleyball Coach	12	\$ 41,500.00	Full-Time Fixed	Renewal (FT Fixed)
Women's Volleyball	Gordan, James	02/01/19	01/31/20	Head Women's Volleyball Coach	12	\$ 90,000.00	Full-Time Fixed	Renewal (FT Fixed)
Women's Volleyball	Martin, Sarah	01/01/19	12/31/19	Assistant Women's Volleyball Coach	12	\$ 32,000.00	Full-Time Fixed	Renewal (FT Fixed)
Separations								
Early Childhood, Elem. & Special Education	Benton, Sharon	05/14/19		Instructor of Education	9	\$ 43,157.00	Full-Time Fixed	Resignation
Early Childhood, Elem. & Special Education	Lasley, Elizabeth	05/14/19		Assistant Professor of Education	9	\$ 50,000.00	Full-Time Standing	Resignation
Football	Edwards, Dovonte	01/18/19		Assistant Football Coach-Defensive Coordinator	12	\$ 45,000.00	Full-Time Fixed	Resignation
Kineiology, Health & Imaging Sciences	Wright, Donna	12/11/18		Professor of Imaging Sciences	9	\$ 78,173.00	Full-Time Standing	Resignation
Music, Theatre & Dance	Izlar, Tamera	05/14/19		Assistant Professor of Theatre	9	\$ 50,000.00	Full-Time Standing	Resignation
Nursing	Flannery, Vanessa	02/08/19		Associate Professor of Nursing	9	\$ 60,131.00	Full-Time Standing	Resignation
Adult Basic Education-Bath	French, Regina	12/31/18		ABE Instructor II	12	\$ 31,487.00	Full-Time Fixed	Retirement
Bookstore	Redwine, William	03/31/19		Assistant VP, Auxiliary Services	12	\$ 94,429.00	Full-Time Standing	Retirement
Camden-Carroll Library	Little, Jennifer	01/15/19		Head User Services	12	\$ 69,560.00	Full-Time Standing	Retirement
Early Childhood, Elem. & Special Education	Willis, Melinda	05/31/19		Associate Professor of Education	9	\$ 61,675.00	Full-Time Standing	Retirement
Early Childhood, Elem. & Special Education	Grace, Daniel	05/14/19		Associate Professor of Education	9	\$ 63,095.00	Full-Time Standing	Retirement
Financial Aid	Lytle, Sonya	12/31/18		Financial Aid Counselor/Analyst	12	\$ 43,515.00	Full-Time Standing	Retirement
Foundational & Grad. Studies in Education	Skidmore, Ronald	06/30/19		Professor of Educational Psychology	9	\$ 68,613.00	Full-Time Standing	Retirement
Human Resources	DeHart, Phyllis	07/31/19		HRIS/EEO Specialist	12	\$ 42,753.00	Full-Time Standing	Retirement
Office of the Provost	Davis, Theresa	04/30/19		Administrative Assistant to Provost	12	\$ 43,351.00	Full-Time Standing	Retirement
Sociology, Social Work & Criminology	Katz, Rebecca	05/14/19		Professor of Sociology	9	\$ 72,055.00	Full-Time Standing	Retirement
Sociology, Social Work & Criminology	Whitley, Angela	06/30/19		Instructor/Facilitator	12	\$ 51,237.00	Full-Time Fixed	Retirement
Space Science Center	Twiggs, Robert	05/14/19		Visiting Professor of Space Science	9	\$ 77,377.00	Full-Time Fixed	Retirement
Teacher Education Services	Barton, Krista	06/30/19		Instructor, Education/Dir., 21st Century Education Enterprise	12	\$ 72,469.00	Full-Time Fixed	Retirement
Undergraduate Educ. and Student Success	Jones, Sharri	12/31/18		Administrative Assistant to Associate Vice President	12	\$ 19.90	Full-Time Standing	Retirement

PERSONNEL ACTIONS
11/15/18 - 3/8/19

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action
Other								
Carl D. Perkins Vocational Training Center	Pelphrey, Jennifer	12/01/18	06/30/19	Adult Basic Education Instructor II	12	\$ 32,500.00	Full-Time Fixed Probationary	Moving from Part-Time to Full-Time
Human Resources	Nally, Harold	07/01/19		Director, Human Resources	12	\$109,754.00	Full-Time Standing	Fractionalized Appointment Ends
Planning, Perf. & Eff./Testing Center/SCBA	Harr, Shannon	01/14/19		Director University Assessment & Testing	12	\$ 70,477.00	Full-Time Standing	Instructional Assignment
Kentucky Folk Art Center	Stone, Tammy	01/01/19	03/31/19	Administrative Coordinator	3	\$ 13.67	Full-Time Fixed	Return from Layoff/Extension
Total Appointment Status Actions: 53								

SUPPLEMENTAL ACTIONS
11/15/18 - 3/8/19

Name	Title	Department/Office	Effective Date	Ending Date	Salary	Description
Becker, Kyrsten	Assoc. Head Women's Volleyball Coach	Beach Volleyball	02/01/19	04/30/19	\$ 3,866.31	Beach Volleyball
Gordan, James	Head Women's Volleyball Coach	Beach Volleyball	02/01/19	04/30/19	\$ 6,873.44	Beach Volleyball
Gancio, Charles	General Manager	Bookstore	04/01/19	06/30/19	\$ 4,375.00	Interim Executive Director, Auxiliary Svcs.
Pace, Lora	Director, First Year Programs	First Year Programs	07/01/19	06/30/20	\$ 20,000.00	Title IX Coordinator
Tenyer, Robert	Head Football Coach	Football	12/15/18	12/31/18	\$ 2,090.11	Vehicle Allowance
Nelson, Johnathan	Interim Assoc. Dean, SCBA/HCLP Director	Healthcare Leadership Certification Program	12/01/18	12/15/18	\$ 3,000.00	Prog. Dir., Healthcare Leadership Cert. Prog.
Nelson, Johnathan	Interim Assoc. Dean, SCBA/HCLP Director	Healthcare Leadership Certification Program	12/12/18	12/12/18	\$ 3,000.00	Completion of 3rd Learning Module (HLCP)
Davis, Natasha	Assoc. Prof., Dance	Music, Theatre & Dance	01/14/19	05/10/19	\$ 1,166.00	Program Coordinator
Davis, Natasha	Assoc. Prof., Dance	Music, Theatre & Dance	01/14/19	05/10/19	\$ 1,166.00	Program Coordinator
Carlisle, Greg	Assoc. Prof., Theatre	Music, Theatre & Dance	01/14/19	05/10/19	\$ 1,166.00	Program Coordinator
Joseph, Alan	Head Rifle Coach	Rifle	02/28/19	02/28/19	\$ 644.38	Eagle Excellence Award-OVC Coach of Year
Ratliff, Janet	Associate Professor, Management & Entrepreneurship	School of Business Administration	12/01/18	12/15/18	\$ 2,500.00	Smith Endowed Chair in Entrepreneurship
Stapleton, Samuel	Instructor, Management	School of Business Administration	01/14/19	05/10/19	\$ 2,500.00	MBA Director
Shannon, Lisa	Assoc. Prof., Social Work	Sociology, Social Work & Criminology	10/01/18	05/14/19	\$ 9,933.00	Community Based Treat. Out. Proj. Adm.
Jones, Samantha	Head Women's Softball Coach	Softball	12/01/18	12/01/18	\$ 343.67	Winter Camp
Wonderly, Breanna	Asst. Women's Softball Coach	Softball	12/02/18	12/02/18	\$ 343.67	Winter Camp
Wonderly, Breanna	Asst. Women's Softball Coach	Softball	01/19/19	01/19/19	\$ 859.18	January Softball Camp
Jones, Samantha	Head Women's Softball Coach	Softball	01/19/19	01/19/19	\$ 1,031.02	January Softball Camp
Gordan, James	Head Women's Volleyball Coach	Women's Volleyball	02/28/19	02/28/19	\$ 859.18	Academic Progress Rate of 1000
Gordan, James	Head Women's Volleyball Coach	Women's Volleyball	02/28/19	02/28/19	\$ 429.59	Incentive Pay for "Wins Over 20" per MOA
Total Supplemental Actions: 20						

Recommendation:

That the Board of Regents approve the granting of tenure and promotion to those who are assistant professors to the associate professor rank for the following faculty members with the issuance of their contracts for the 2019-2020 year:

Dr. Jeannie Justice, assistant professor of education (FGSE)
Dr. Daryl Privott, assistant professor of adult and higher education (FGSE)
Dr. Alison Hruby, assistant professor of English
Dr. Flint Harrelson, assistant professor of animal science

Background:

Assistant professors who successfully gain tenure are automatically promoted to the rank of associate professor without further review by the University Promotion Committee. Faculty members are responsible for developing their own tenure portfolios for submission to their peers and administrative supervisors for analysis and review during the first semester of the last year of their probationary period. These portfolios are reviewed by departmental committees, as well as by the candidate's department chair/associate dean and college dean. The University Tenure Committee receives and reviews the recommendations from these peer groups and administrators and forwards its recommendations to the Provost. The President, based upon recommendations from the Provost, submits his recommendations to the Board of Regents.

Recommendation:

That the Board of Regents approve the faculty phased retirements for the following faculty members listed below:

One year of phased retirement

Dr. Daniel Grace, associate professor of education

Dr. Rebecca Katz, professor of sociology

Two years of phased retirement

Dr. Melinda Willis, associate professor of education

Background:

With certain limitations, Kentucky Revised Statutes (KRS) allow retirees under the Kentucky Teacher's Retirement System (KTRS) to be reemployed in a part-time capacity with the same organization from which they retired. This will also include faculty participants in the Optional Retirement Plan (ORP) provided they meet eligibility standards. The University will encourage faculty to retire by providing part-time employment for teaching up to 12 hours per academic year at their current per credit hour salary. Accordingly, pursuant to University Administrative Regulation 334.02, Procedures for Phased Retirement Program (PRP), Morehead State University may provide qualifying faculty a phased retirement option.

Recommendation:

That the Board of Regents approve the granting of sabbatical leaves for the following faculty:

Dr. Annie Adams, professor of English, fall 2019

Dr. Jennifer O’Keefe, professor of geology and science education, fall 2019

Dr. Itza Zalva-Garrett, associate professor of Spanish, spring 2020

Background:

Faculty members desiring sabbatical leaves submit their application to be evaluated by their departmental committee, department chair/associate dean, college dean, and the Excellence in Teaching Committee. These committee evaluations are forwarded to the Provost who recommends to the President for his recommendation to the Board of Regents.

Recommendation:

That the Board of Regents approve revisions to PAC-27, Tenure and Reappointment Review.

Background:

At Morehead State University, policy defines the criteria, procedures, and conditions for granting tenure and promotion from Assistant to Associate Professor and for annual reappointment of tenure-track faculty members. The policy is outlined in PAC-27, previously approved by the Board of Regents.

The Faculty Senate opted to review PAC-27 with an interest in providing clarity across a few areas including: 1) the required content in faculty tenure/reappointment portfolios and 2) the annual review process.

The draft document is a result of an iterative review process including the Faculty Senate and the members of the Deans' Council, which accepted the current draft submitted and approved by the Faculty Senate on November 15, 2018.

Policy: PAc-27

Subject: Tenure and Reappointment Review

Approval Date: 08/06/88

Revision Date: 06/13/97; 06/08/01, 06/15/05, 8/21/12, 6/8/17

Technical Change: 03/02/98

PURPOSE:

To define the criteria, procedures, and conditions applicable to the review of University probationary faculty for reappointment and the awarding of tenure.

1. TENURE DEFINED

Tenure is a system by which competent, productive faculty members who meet specified criteria are informed that they have successfully completed their probationary period and are recognized as continuing members of the faculty free to pursue their academic interests and responsibilities with the confident knowledge that termination of their appointment can be only for cause as outlined in the appropriate Personnel Policies.

2. ACADEMIC PRINCIPLES

Each department, school, or college will establish standards for evaluating its tenure-track faculty consistent with the guidelines established in PAc-35. These standards will appear in the tenure and reappointment sections within the applicable Faculty Evaluation Plan (FEP).

The tenure process will consist of review and judgment at each of the following levels: the Department Tenure Committee, the Department Chair/Associate Dean, the College Tenure Committee, the College Dean, the University Tenure Committee, and the Provost. At each level, the review process will be guided by the standards outlined in the candidate's FEP.

The assistant professor who obtains tenure will be automatically promoted to the rank of Associate Professor without further review. Therefore, tenure decisions must reflect satisfactory performance for promotion to Associate Professor. Associate professors who obtain tenure and desire promotion to Professor have to petition separately for promotion to Professor.

Only full-time standing faculty members of Morehead State University holding the rank of Professor, Associate Professor, or Assistant Professor in an academic program area can be granted tenure.

3. PROBATIONARY PERIOD FOR TENURE-TRACK FACULTY

The probationary period for tenure-track faculty is six years. However, equivalent service may be applied toward the six-year probationary period. A faculty member must apply for equivalent service no later than the end of the first semester following appointment to Morehead State University. The number of years of equivalent service will be recommended to the Provost by

the Department Tenure Committee, the Department Chair/Associate Dean, and the College Dean.

A faculty member granted a reduced probationary period upon appointment may request that part or all of the years of equivalent service be rescinded if he/she needs more time to develop credentials for tenure. However, such a request must be communicated to the appropriate Department Chair/Associate Dean by August 1 of the academic year in which the tenure portfolio is due.

A tenure-track faculty member must be reviewed for the awarding of tenure no later than the sixth year of the probationary period. A candidate who is denied tenure will receive a fixed-term terminal contract for the year following tenure review.

4. COMPUTING YEARS OF CREDIT TOWARD TENURE

The University recognizes July 1 as the common tenure anniversary date. This tenure anniversary date does not necessarily coincide with the faculty member's date of initial appointment. A year of credit toward tenure is earned in any academic year in which the tenure-eligible faculty member has full-time active employment status of no less than half of the July 1 through June 30 academic year.

Since the purpose of the probationary period is to provide opportunity for observing the faculty member, time spent on a leave of absence will not be counted as active service, except as specified in [PG-9](#) or [PAc-28](#).

5. NOTICE OF REAPPOINTMENT OR NON-REAPPOINTMENT

The President will notify, in writing, each faculty member who will not be reappointed after consultation with the faculty member's Department Chair or Associate Dean, Dean, and Provost. All faculty members have the right to appeal the non-reappointment notice within 30 calendar days to the Faculty Rights and Responsibilities Committee as provided by [PAc-18](#).

Notification of reappointment or non-reappointment for tenure-eligible faculty shall be:

- a. Not later than March 1 for faculty in their first academic year of service
- b. Not later than December 15 for faculty in their second academic year of service
- c. Not later than March 1 for faculty with two or more academic years of service.

Faculty with two or more academic years of service who are not reappointed will receive a fixed-term terminal contract for the following academic year.

6. THE REAPPOINTMENT/TENURE PORTFOLIO

The reappointment/tenure portfolio will begin with the following items in order:

1. a letter of intent, addressed to the Department Chair or Associate Dean, stating the desire to be considered for reappointment/tenure and containing a summary of activities during the probationary period that justifies the case for reappointment or tenure,
2. the applicable department FEP(s) and any Flexible Workload Agreements (see [PAc-29](#)) that apply to the candidate,
3. the annual evaluations by the Department Tenure Committee and the Department Chair/Associate Dean, and evaluations or recommendations by the College Dean (as outlined in section 8.4), as well as any responses by the candidate to those evaluations,
4. if applicable, a statement documenting the number of years of equivalent service granted, and
5. a curriculum vitae of activities in the format of or from the university-approved faculty activity reporting system.

Materials that support the request for reappointment/tenure should follow the initial contents of the portfolio. They may include but are not limited to the following:

(a) items indicating the extent and quality of teaching, such as teaching evaluations, innovative teaching techniques, new courses or programs developed, and teaching awards or honors,

(b) items indicating the extent and quality of scholarship, such as publications, artistic/creative works, and grant activities, and

(c) items indicating the extent and quality of service to the institution, the profession, or the broader community, such as proposals to improve the university, service on institutional committees, editorships or reviews for professional journals, development of relations with outside professional or public groups, consulting, and awards or honors for service.

Faculty hired with years of service must provide documentation showing that they fulfill all requirements for tenure as detailed in their applicable FEP.

Candidates are strongly encouraged to maintain in their possession copies of the portfolio contents (as described above) in an electronic or paper format plus any supporting materials until the tenure process has been completed and a decision for tenure or non-tenure has been made by the Board of Regents, as portfolios will not be returned by the university in the event of non-reappointment.

7. THE DEPARTMENT, COLLEGE, AND UNIVERSITY TENURE COMMITTEES

1. The Department Tenure Committee will consist of all tenured full-time standing faculty members in the department. If a faculty member is also on the College or University Tenure Committee, he or she must recuse him or herself from the Department Tenure Committee when a candidate is being considered for tenure. In the event that there are fewer than five eligible members in the department, the department will invite enough tenured full-time standing faculty members from the same college to form a five-member committee.

2. The College Tenure Committee will consist of at least five tenured full-time standing faculty members from the college elected by each department. If there are not at least five departments, then the College Dean will select sufficient at-large committee members to make a committee of five, from a pool of one or more candidates elected by the tenured faculty in each department. The committee should, if possible, include both males and females as well as members of diverse racial and ethnic groups. The term of service will be three years with one-third of the committee members replaced each year. A member may not hold successive terms.
3. The University Tenure Committee will consist of two tenured full-time standing faculty members from each college and one at large tenured full-time standing faculty member selected by the Faculty Senate. Committee membership will include both males and females and should, if possible, include members of diverse racial and ethnic groups. Two representatives from the same academic department will not serve on the University Tenure Committee at the same time. The term of service will be three years with one-third of the committee members replaced each year. A member may not hold successive terms.
4. Department Chairs, Associate Deans, and College Deans cannot serve on tenure committees.
5. A faculty member on a leave of absence or sabbatical cannot serve on a tenure committee while on leave or sabbatical.
6. A candidate's relative (as defined in [PG-22](#)) or domestic partner who is serving on a tenure committee shall neither engage in discussions about the candidate nor vote on the candidate. The relative or domestic partner will be replaced by an alternate only when the committee evaluates the candidate and only if the number of eligible voting members on the committee is less than five.
7. A faculty member may serve on the Department Tenure Committee and either the College or University Tenure Committee during an academic year. They may not serve on both the College and the University Tenure Committees in the same year. A faculty member serving on the College or University Tenure Committee shall neither engage in discussions about a candidate nor vote on the candidate at the department level if the candidate is being reviewed for the awarding of tenure.
8. A faculty member cannot serve on more than one of the following committees during an academic year—University Tenure Committee, University Promotion Committee, and Faculty Rights and Responsibilities Committee.
9. The chairperson of each tenure committee will be elected annually by the committee membership.
10. All voting on candidates will be by secret ballot. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the tally with all ballots opened and counted at the same time during the tenure committee meeting. Recommendation for tenure, or for reappointment in the case of annual review, consists of an affirmative vote by 50% or more of the committee membership. If the vote not unanimous, the letter must reflect the balance and substance of the entirety of the vote.

No separate minority report may be submitted. The letter must also address how the candidate's performance does or does not meet the requirements of the department FEP.

11. Tenure committees' deliberations are confidential and will not be discussed outside of tenure committees' meetings.

8. ANNUAL REVIEW OF TENURE-TRACK FACULTY (PRIOR TO TENURE REVIEW)

(1) The Department Tenure Committee will meet annually to evaluate the tenure-track candidate's reappointment portfolio and supporting materials.

(2) The Department Tenure Committee will produce a written evaluation of the portfolio using the department FEP as the basis for evaluation. As part of the evaluation, the Department Tenure Committee will vote by secret ballot on the reappointment or non-reappointment of the candidate. The committee's report will show the vote tally, will explicitly recommend reappointment or non-reappointment of the candidate, and will be signed by all committee members. The report will also document the validity of the information contained in the portfolio. A copy of the report will be placed in the portfolio and also delivered to the candidate.

The primary purpose of the evaluation is to verify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department FEP.

The Department Tenure Committee may request from the candidate revisions, additional information, and documentation not provided in the portfolio. If so directed, the candidate will have the opportunity to reorganize the portfolio.

(3) The Department Tenure Committee will forward the portfolio and supporting materials to the Department Chair/Associate Dean, who will add to the portfolio his/her written evaluation of the portfolio, with a copy of the evaluation delivered to the candidate. The written evaluation will recommend reappointment or non-reappointment of the candidate.

It is also the responsibility of the Department Chair/Associate Dean to verify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department FEP.

The Department Chair/Associate Dean will forward the portfolio to the College Dean.

(4) The Department Tenure Committee and the Department Chair/Associate Dean will conduct an annual review of the tenure-track candidate during the candidate's first five years of probationary service. If both department-level reappointment recommendations are positive for the 1st, 2nd, and 4th annual reviews, the College Dean will return the portfolio (without review) to the candidate and forward his/her approval and recommendation for reappointment to the Provost.

In the event that clarification of the department recommendations is warranted prior to submitting his/her reappointment recommendation to the Provost, the Dean may review the portfolio. If at least one of the department-level reappointment recommendations is negative for the 1st, 2nd, and 4th annual reviews, the Dean will conduct a complete review of the portfolio. The Dean will also conduct a complete review of the portfolio for a candidate's 3rd and 5th annual reviews. When conducting a complete review, the Dean will review the portfolio, produce a written evaluation of the portfolio, and recommend reappointment or non-reappointment of the candidate. A copy of the evaluation will be placed in the portfolio and also delivered to the candidate. The portfolio will be returned to the candidate.

(5) The Provost will review all reappointment recommendations from the department and college levels and any responses provided by the candidate in rebuttal, and make a recommendation to the President regarding reappointment of the candidate. The Provost's recommendation for reappointment or non-reappointment will be sent to the President with copies to the candidate, College Dean, and Department Chair/Associate Dean. If the Provost recommends non-reappointment, the Provost will provide written justification for the recommendation.

(6) At every level of review, the candidate will receive a copy of his/her evaluation and will have seven working days to respond, in writing, to the evaluation. The candidate's response, if any, will be placed in the portfolio and submitted to the next level of review.

9. TENURE REVIEW

(1) The Department Tenure Committee will meet to evaluate the candidate's tenure portfolio and supporting documents. The committee will produce a written evaluation of the portfolio using the department Faculty Evaluation Plan as the criteria for evaluation. As part of the evaluation, the Department Tenure Committee will recommend, in the form of a vote by secret ballot, tenure or non-tenure of the candidate. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the tally with all ballots opened and counted at the same time during the Department Tenure Committee meeting. A faculty member on a leave of absence or sabbatical is not an active member of the tenure committee and shall not vote. The committee's report will show the vote tally and will be signed by all committee members. The report will also document the validity of the information contained in the portfolio. A copy of the report will be placed in the portfolio and also delivered to the candidate.

The primary purpose of the evaluation is to certify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department Faculty Evaluation Plan.

The Department Tenure Committee may request from the candidate, revisions, additional information, and documentation not provided in the portfolio. If so directed, the candidate will have the opportunity to realign the organization of contents of his/her portfolio.

(2) The Department Tenure Committee will forward the portfolio to the Department Chair/Associate Dean, who will add to the portfolio his/her written evaluation of the portfolio, with a

copy of the evaluation delivered to the candidate. The written evaluation will recommend tenure or non-tenure of the candidate.

It is also the responsibility of the Department Chair/Associate Dean to certify the information contained in the portfolio, and to determine whether the performance level of the candidate is below, at, or above the performance level commensurate with that of a tenurable faculty member in the department, as based on the criteria in the department Faculty Evaluation Plan.

(3) The Department Chair/Associate Dean will forward the portfolio to the College Tenure Committee. The College Tenure Committee will read the candidate's department Faculty Evaluation Plan and then produce a written evaluation of the portfolio using the department Faculty Evaluation Plan as the primary criteria for evaluation. As part of the evaluation, the College Tenure Committee will recommend, in the form of a vote by secret ballot, tenure or non-tenure of the candidate. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the tally with all ballots opened and counted at the same time during the College Tenure Committee meeting. The committee's report will show the vote tally and will be signed by all committee members. A copy of the report will be placed in the portfolio and also delivered to the candidate.

(4) The College Tenure Committee will forward the portfolio to the College Dean. The Dean will produce a written evaluation of the portfolio. The written evaluation will recommend tenure or non-tenure of the candidate. A copy of the evaluation will be placed in the portfolio and also delivered to the candidate.

(5) The College Dean will forward the portfolio to the University Tenure Committee. The University Tenure Committee will read the candidate's department FEP and then produce a written evaluation of the portfolio using the department FEP as the basis for evaluation. As part of the evaluation, the University Tenure Committee will recommend, in the form of a vote by secret ballot, tenure or non-tenure of the candidate. The committee's report will show the vote tally and will be signed by all committee members. A copy of the report will be placed in the portfolio and also delivered to the candidate.

(6) The University Tenure Committee will forward the portfolio to the Provost. The Provost will review all tenure recommendations from the department, college, and university levels, including any responses provided by the candidate in rebuttal and will produce a written evaluation of the portfolio. The written evaluation will recommend tenure or non-tenure of the candidate. A copy of the evaluation will be placed in the portfolio and also delivered to the candidate. The Provost will then forward the recommendation to the President.

(7) The President will make the final recommendation regarding tenure to the Board of Regents. The President will inform the candidate in writing of the recommendation at least two weeks prior to the Board of Regents meeting with copies to the Chair/Associate Dean, Dean, and Provost. A candidate not recommended for tenure may request a meeting with the President prior to the Board of Regents meeting.

(8) At every level of review, the candidate will receive a copy of his/her evaluation and will have seven calendar days to respond, in writing, to the evaluation. The candidate's response, if any, will be placed in the portfolio and submitted to the next level of review.

10. APPOINTMENT WITH TENURE FOR FACULTY

It may be in the best interest of the university to award tenure to a candidate with exceptional credentials, experience, and previously acquired tenure as a condition of employment.

When a potential new faculty member who has never been employed as a faculty member of Morehead State University and meets these criteria requests the awarding of tenure as a condition of employment, the candidate will prepare documentation that clearly demonstrates professional activities and accomplishments, teaching, and service, for the previous six (or more) years. The materials will then be reviewed by the Department and College Tenure Committees in an expedited fashion.

11. APPOINTMENT WITH TENURE FOR ACADEMIC ADMINISTRATORS

The appointment with tenure of academic administrators such as Provost, College Deans, Associate Deans, and Department Chairs may be made if the following procedure is followed:

- (1) The position's search committee must recommend the candidate for tenure and forward the recommendation and the candidate's credentials to the hiring supervisor, who will solicit a recommendation from the appropriate Department Tenure Committee.
- (2) When considering an appointment with tenure for a College Dean, the Provost will solicit a recommendation from the appropriate Department Tenure Committee.
- (3) When considering an appointment with tenure for a Department Chair or Associate Dean, the Provost will solicit a recommendation from the appropriate Department Tenure Committee and College Dean.
- (4) The Provost will forward the recommendations for appointment with tenure to the President.
- (5) The President will review the recommendations and present his or her recommendation to the Board of Regents for approval.

Appointment with tenure is not applicable for the chairperson of the Department of Military Science.

12. DATES FOR THE TENURE REVIEW PROCESS

Specific dates and deadlines for the tenure review process in each year will be set and distributed to the faculty by the Office of the Provost.

**ACCEPT SECOND QUARTER
FINANCIAL REPORT AND
AMEND OPERATING BUDGET**

**BOR (V-B-5)
March 28, 2019**

Recommendation:

That the Board accept the financial statements and amend the operating budget for the second quarter of the fiscal year that will end June 30, 2019.

Background:

The University has a statutory requirement to furnish quarterly financial reports to the Board of Regents. Financial statements have been prepared as of December 31, 2018, the second quarter of the fiscal year ending June 30, 2019. The statements, along with management's discussion and analysis and budget amendment information are attached.

**Morehead State University
Management's Discussion and Analysis
Second Quarter Financial Statements
December 31, 2018**

This discussion and analysis of Morehead State University's financial statements provides an overview of the University's financial activities for the six months that ended on December 31, 2018. The statements and this discussion and analysis have been prepared by Accounting and Financial Services staff.

Using These Financial Statements

This report consists of two basic financial statements. The Statements of Net Position include information about the assets, liabilities, deferred inflows/outflows, and net position of the entire University. The Statements of Revenues, Expenditures and Changes in Net Position provide information about the unrestricted current funds revenues, expenditures and transfers of the University. The statements are prepared on an accrual basis and reflect the results of all transactions that affect the financial status of Morehead State University. These financial statements have not been prepared in full accordance with *Government Accounting Standards Board Statement 35* (GASB 35). Interim statements are prepared using a fund approach to facilitate budget comparisons and management decisions. Year-end statements are prepared in the GASB 35 format.

Financial Highlights

Morehead State University's financial picture remains stable through the second quarter of the 2018-2019 fiscal year. During the period July 1, 2018 through December 31, 2018, the University operated with a surplus of revenues over expenditures and transfers in the amount of \$40,526,870. This level of operating surplus is expected at this time, since most of the billings for the Spring 2019 semester are reflected in the tuition and fees revenue and only expenditures through December 31, 2018 are reflected. As the fiscal year proceeds, the variance between revenues and expenditures will continue to decrease and should reflect a more appropriate operating surplus or deficit.

Significant trends and variances for the six months are summarized as follows:

- Total revenues decreased approximately \$3.9 million from last year to \$108 million. The decrease primarily relates to declines in tuition and fee revenue and state appropriation revenue.
- The percent of actual total revenue to budget was 72.69% at December 31, 2018 and 72.56% at December 31, 2017. This percentage would be expected at this time, since most of the billings for the Spring 2019 semester are reflected in revenue.
- Total expenses were approximately \$67.7 million at December 31, 2018 and \$71.8 million at December 31, 2017. The \$4.1 million decrease is due to reductions in operating expense budgets from all divisions as a result of projected declines in tuition and fee revenue and state appropriation revenue. Variances within divisions also resulted from reorganizations that focused on strengthening the University's financial position in the state's Performance Based Funding Model.
- Net change in net position was \$40 million at December 31, 2018 and 2017. As the fiscal year proceeds, the variance will continue to decrease and should reflect a more appropriate operating surplus or deficit.

Morehead State University
Unrestricted Current Funds
Statements of Revenues, Expenditures & Changes in Net Position
For the Six Months Ended December 31, 2018 and 2017

	2018-2019			2017-2018		
	Amended Budget	Actual	Percent of Actual to Budget	Amended Budget	Actual	Percent of Actual to Budget
Revenues						
Educational and General						
Tuition and Fees	\$67,416,437	\$63,357,873	93.98%	\$71,368,834	\$65,898,402	92.33%
Govt Appropriations	38,852,400	21,368,800	55.00%	41,642,500	22,937,768	55.08%
Indirect Cost Reimbursement	820,000	394,562	48.12%	825,000	510,886	61.93%
Sales & Services Ed Activities	1,834,336	1,388,711	75.71%	1,764,396	1,317,808	74.69%
Other Sources	4,026,139	3,149,511	78.23%	3,670,583	2,720,616	74.12%
Budgeted Fund Balance-E&G	9,974,772	-	0.00%	9,630,933	-	0.00%
Total Educational and General	\$122,924,084	\$89,659,457	72.94%	\$128,902,246	\$93,385,480	72.45%
Auxiliary Enterprises						
Housing	\$15,168,300	\$15,596,724	102.82%	\$15,165,854	\$15,330,570	101.09%
University Store	5,360,800	2,038,015	38.02%	5,360,800	2,362,920	44.08%
Food Services	716,500	404,853	56.50%	781,500	441,018	56.43%
Other	1,123,500	483,691	43.05%	1,209,100	524,613	43.39%
Budgeted Fund Balance-Auxiliary	3,540,000	-	0.00%	2,986,479	-	0.00%
Total Auxiliary Enterprises	\$25,909,100	\$18,523,283	71.49%	\$25,503,733	\$18,659,121	73.16%
Total Revenues	\$148,833,184	\$108,182,740	72.69%	\$154,405,979	\$112,044,601	72.56%

Morehead State University
Unrestricted Current Funds
Statements of Revenues, Expenditures & Changes in Net Position
For the Six Months Ended December 31, 2018 and 2017

	2018-2019			2017-2018		
	Amended Budget	Actual	Percent of Actual to Budget	Amended Budget	Actual	Percent of Actual to Budget
Expenditures and Transfers by Division						
Educational & General						
President & Administration	\$2,182,215	\$928,909	42.57%	\$812,298	\$416,691	51.30%
University Advancement	2,474,071	1,238,277	50.05%	4,297,699	2,261,535	52.62%
Administration & Fiscal Services	17,678,913	11,073,131	62.63%	23,714,903	14,542,176	61.32%
Student Affairs	17,159,978	8,985,739	52.36%	18,762,335	9,714,913	51.78%
Academic Affairs	50,540,268	22,223,869	43.97%	55,715,237	24,145,712	43.34%
Other	37,864,734	14,154,771	37.38%	30,587,045	13,962,846	45.65%
Total Educational & General	\$127,900,179	\$58,604,696	45.82%	\$133,889,517	\$65,043,873	48.58%
Auxiliary Enterprises						
Housing	\$11,613,964	\$4,289,837	36.94%	\$13,706,366	\$3,658,691	26.69%
University Store	4,526,591	2,156,034	47.63%	4,658,961	1,860,085	39.92%
Food Services	209,060	87,695	41.95%	315,843	120,291	38.09%
Other	4,583,390	2,517,608	54.93%	1,835,292	1,133,164	61.74%
Total Auxiliary Enterprises	\$20,933,005	\$9,051,174	43.24%	\$20,516,462	\$6,772,231	33.01%
Total Expenditures and Transfers by Division	\$148,833,184	\$67,655,870	45.46%	\$154,405,979	\$71,816,104	46.51%
Net Change in Net Position		\$40,526,870			\$40,228,497	

Morehead State University
Statements of Net Position
December 31, 2018 and 2017

	2018	2017
Current assets:		
Cash and cash equivalents	\$23,380,734	\$15,102,163
Accounts, grants and loans receivable, net	50,720,427	58,579,243
Prepaid interest	16,083	16,083
Inventories	2,094,648	1,564,331
Other current assets	210,007	177,210
Total current assets	<u>76,421,899</u>	<u>75,439,030</u>
Noncurrent assets:		
Accounts, grants and loans receivable, net	3,692,154	4,096,968
Prepaid interest	144,745	160,828
Prepaid lease	3,370,709	3,501,000
Investments	11,442,555	11,547,395
Capital assets, net	266,590,739	264,719,464
Total noncurrent assets	<u>285,240,902</u>	<u>284,025,655</u>
Total Assets	<u>361,662,801</u>	<u>359,464,685</u>
Deferred Outflows of Resources:		
Pensions	38,283,821	56,508,243
OPEB	3,720,183	-
Total deferred outflows of resources	<u>42,004,004</u>	<u>56,508,243</u>
Total assets and deferred outflows	<u>\$403,666,805</u>	<u>\$415,972,928</u>
Liabilities, Deferred Inflows and Net Position		
Current liabilities:		
Accounts payable and accrued liabilities	\$11,055,126	\$11,818,152
Unearned revenue	2,140,481	2,440,618
Bonds, notes and capital lease obligations, current portion	6,193,331	6,850,148
Total current liabilities	<u>19,388,938</u>	<u>21,108,918</u>
Long-term liabilities:		
Bonds, notes and capital lease obligations, noncurrent portion	84,376,229	90,603,863
Advances from federal government for student loans	3,405,264	3,397,754
Unearned revenue	290,235	290,235
Net pension liability	183,736,890	264,430,175
Net OPEB liability	31,623,052	-
Total long-term liabilities	<u>303,431,670</u>	<u>358,722,027</u>
Total Liabilities	<u>322,820,608</u>	<u>379,830,945</u>
Deferred Inflows of Resources:		
Deferred bond reoffering premium	2,044,806	2,231,679
Pensions	66,508,954	10,013,990
OPEB	563,591	-
Deferred gain on disposal	1,358,352	1,429,844
Total deferred inflows of resources	<u>70,475,703</u>	<u>13,675,513</u>
Net Position:		
Net investment in capital assets	174,137,201	165,210,684
Restricted:		
Expendable	4,811,570	5,420,989
Nonexpendable	11,432,458	11,528,418
Unrestricted	<u>(180,010,735)</u>	<u>(159,693,621)</u>
Total net position	<u>10,370,494</u>	<u>22,466,470</u>
Total liabilities, deferred inflows and net position	<u>\$403,666,805</u>	<u>\$415,972,928</u>

See Attached Notes To Statements of Net Position

Morehead State University
Notes to the Statements of Net Position
December 31, 2018 and 2017

1. The Statements of Net Position include the unrestricted current funds, restricted current funds, endowment funds, loan funds, and plant funds of the University. Agency funds held for others are not included.
2. Cash and cash equivalents increased \$8 million primarily due to timing differences of when capital appropriations were received for the student services facility renovation/expansion project. This increase is also related to decreases in expenditures as a result of operating expense budget reductions.
3. Accounts, grants, and loans receivable are shown net of allowance for uncollectible student accounts of \$2,049,436 at December 31, 2018 and \$2,185,670 at December 31, 2017. Also, included in this category is \$7.8 million in receivables from federal and state agencies at December 31, 2018 and \$13.7 million at December 31, 2017. The decrease in receivables from federal and state agencies is primarily related to the timing of when capital appropriations were received for the student services facility renovation/expansion project.
4. Other current assets include financial commitments from the MSU Foundation for campus construction and renovation projects.
5. Noncurrent accounts, grants and loans receivable represent balances owed to the University from borrowers who have participated in the Federal Perkins Loan Program.
6. Capital assets, net increased approximately \$1.9 million from the previous year. This was due to increases in capital assets related to completed and capitalized projects for the parking garage/dining commons, IT Infrastructure and the renovation/expansion of ADUC. The increases were offset by expenses previously reported as construction in progress for the renovation/expansion of ADUC that were capitalized and moved to capital asset categories. Accumulated depreciation on buildings and equipment was \$199,298,254 at December 31, 2018 and \$189,103,845 at December 31, 2017.
7. Deferred outflows of resources include the amount of pension and OPEB contributions paid to KTRS and KERS from July 1, 2017 through June 30, 2018. These amounts were paid subsequent to the June 30, 2017 measurement date and will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Deferred outflows also include amounts related to changes in assumptions used in the calculations by the actuaries.
8. Accounts payable and accrued liabilities include amounts due to vendors and amounts due for withheld and matching portions of payroll taxes and estimated claims payable, but not paid until after the Statements of Net Position date.
9. Unearned revenue from federal and state grants represent amounts received but not expended at the Statements of Net Position date.
10. Bonds and capital lease obligations include the current and long-term portions of amounts borrowed for the purchase of plant assets. The University made principal payments on outstanding debt in the amount of \$6.7 million and amortized \$145,000 in Bond Reoffering Premiums.
11. Net pension and OPEB liability is due to the implementation of GASB 68 and GASB 75, which required Morehead State University to record its proportionate share of the Commonwealth of Kentucky's net pension and net OPEB liability.
12. Deferred inflows of resources include bond premiums from the issuance of the 2014 Series A and B and 2016 Series A General Receipts Bonds. Also, included in this category are deferred inflows from changes in assumptions and changes in proportionate share of contributions related to GASB 68 and 75.

MOREHEAD STATE UNIVERSITY
Unrestricted Current Funds
Budget Amendments
For the Period October 1, 2018 to December 31, 2018

Description	Opening Budget As of 10/1/2018	Adjustments	Amended Budget As of 12/31/2018
Revenues and Other Additions			
Tuition and Fees	\$ 67,410,031	\$ 6,406	\$ 67,416,437
Government Appropriations	38,852,400	-	38,852,400
Indirect Cost Reimbursement	820,000	-	820,000
Sales and Services of Ed. Activities	1,765,968	68,368	1,834,336
Other Sources	3,668,817	357,322	4,026,139
Budgeted Fund Balance - E&G	9,974,772	-	9,974,772
Auxiliary Enterprises	22,369,100	-	22,369,100
Budgeted Fund Balance - AUX	3,540,000	-	3,540,000
Total Revenues and Other Additions	<u>\$ 148,401,088</u>	<u>\$ 432,096</u>	<u>\$ 148,833,184</u>
Expenditure Authorizations by Division			
Educational & General			
President & Administration	\$ 2,170,068	\$ 12,147	\$ 2,182,215
University Advancement	2,438,381	35,690	2,474,071
Administration & Fiscal Services	17,108,867	570,046	17,678,913
Student Affairs	17,121,246	38,732	17,159,978
Academic Affairs	50,099,420	440,848	50,540,268
Debt Service & Mandatory Transfers	4,053,677	-	4,053,677
Other	34,488,100	(677,043)	33,811,057
Total Educational & General	<u>\$ 127,479,759</u>	<u>\$ 420,420</u>	<u>\$ 127,900,179</u>
Auxiliary Enterprises			
Administration & Fiscal Services	\$ 14,409,423	\$ 133,718	\$ 14,543,141
Student Affairs	748,331	2,958	751,289
Debt Service	5,099,597	-	5,099,597
Other	663,978	(125,000)	538,978
Total Auxiliary Enterprises	<u>\$ 20,921,329</u>	<u>\$ 11,676</u>	<u>\$ 20,933,005</u>
Total Expenditure Authorizations	<u>\$ 148,401,088</u>	<u>\$ 432,096</u>	<u>\$ 148,833,184</u>

MOREHEAD STATE UNIVERSITY
Unrestricted Current Funds
Budget Amendments
For the Period October 1, 2018 to December 31, 2018
Notes of Significant Adjustments to Revenue and Other Additions

Sales and Services of Educational Activities

Unbudgeted revenue allocated during the second quarter totaled \$68,368

- Athletic revenue allocations totaled \$16,550
- \$14,300 OVC Media Revenue
- \$2,250 Athletic Camp Revenue
- Eagle Excellence Fund (EEF) support from the MSU Foundation totaled \$8,078
- Other miscellaneous revenue allocations totaled \$43,740
 - \$31,191 Academic Affairs
 - \$12,549 University Advancement

Other Sources

Unbudgeted revenue allocated during the second quarter totaled \$357,322

- Revenue from Governor's Scholars Program (GSP) totaling \$184,830 allocated to Outreach Student Services for expenses of hosting the program in summer 2018
- Unbudgeted support from the MSU Foundation totaled \$94,673
 - \$56,131 Academic Affairs
 - \$38,125 University Advancement
 - \$417 President
- Endowment income allocations primarily to Academic Affairs totaled \$55,998
- Other miscellaneous revenue totaled \$21,821
 - \$18,795 Academic Affairs
 - \$3,026 Student Affairs

MOREHEAD STATE UNIVERSITY
Budget Amendments Greater Than \$200,000
For the Period October 1, 2018 to December 31, 2018

From:	To:		
Revenue and Other Additions	Division/ Budget Unit	Amount	Description

None.

MOREHEAD STATE UNIVERSITY
Capital Outlay Status Report
Agency Funds
For the Period of October 1, 2018 to December 31, 2018

	<u>Estimated Project Scope</u>	<u>Completion Date</u>	<u>Project Status</u>
I. Equipment Purchases \$200,000 or Greater			
None			
II. Capital Construction Projects, Information Technology Systems or Land Acquisitions \$1,000,000 or Greater			
Water Treatment Plant Sediment Basin	\$ 1,600,000		In Planning

AUTHORIZE DEBT RESTRUCTURING OF GENERAL RECEIPTS BONDS, 2008 SERIES A

**BOR (V-B-6)
March 28, 2019**

Recommendation:

That the Board of Regents authorize the University President to exercise the University's option to redeem the General Receipts Bonds, 2008 Series A prior to maturity and to execute a loan agreement with Kentucky Bank, Inc. to finance the principal balance of the bond plus accrued interest to the redemption date.

Background:

On June 10, 2008, Morehead State University issued \$10 million General Receipts Bonds, 2008 Series A for the purpose of refunding outstanding Housing and Dining System Revenue Bonds, Series N, P, and R and paying the cost of the new bond issue. The interest rate on the 2008 Series A Bonds is 3.00 – 3.80% with a maturity date of November 1, 2022. The University has the option to redeem the bonds on or after the call date of November 1, 2018 at the price of par (face value) plus accrued interest. The outstanding balance as of the call date is \$2,060,000.

In a review of institutional obligations, and taking into account the current budget constraints, it will be advantageous to the University during the next several years to restructure our debt portfolio to substantially reduce annual cash payments.

In December 2018, MSU requested formal letters of interest from local and regional banking institutions with locations in Rowan County who may have an interest in providing financing around the following parameters:

- Loan Amount: Not to exceed \$2,250,000
- Anticipated Date to Begin: March-April 2019
- Desired Loan Length: 8 years
- Taxable Status: Tax exempt
- Payment Schedule: Level payments

Of the responses received, the banking institution with the most competitive terms and favorable loan structure was Kentucky Bank, Inc. Based on an outline of the initial proposed terms, the resulting reduction in annual debt payments is estimated to be around \$600,000.

2019-2020 TUITION AND MANDATORY STUDENT FEES AND STUDENT HOUSING RENTAL RATES

**BOR (V-B-7)
March 28, 2019**

Recommendation:

That the Board of Regents approve up to a 2.5 percent tuition rate increase for undergraduate resident, non-resident, and international students and approve a rate freeze for graduate tuition, mandatory student fees, and student housing rental rates effective for the fall 2019 semester.

Background:

Tuition and Mandatory Student Fees

On April 27, 2018, the Council on Postsecondary Education (CPE) adopted a two-year resident undergraduate tuition and mandatory fee ceiling for the 2018-2020 biennium that did not allow base tuition increases to exceed 6 percent over the two years and no more than 4 percent in any one year. The base tuition rate excludes CPE approved Special Use Fees.

Although the tuition increase parameters established by CPE allowed MSU to increase base tuition by up to 4 percent in the first year of the biennium (2018-2019), the recommendation was made to the MSU Board of Regents to freeze tuition rates for the current fiscal year. The Board approved the recommended 2018-2019 tuition and mandatory student fee rates on June 7, 2018. Given that MSU did not increase tuition in 2018-2019, the increase allowed by CPE for the second year of the biennium (2019-2020) is no more than 4 percent for undergraduate resident students.

MSU has continued to be sensitive to maintain affordability for our students and families, particularly in our service region. Our tuition and fee rates remain nearly the lowest in the state among public 4-year postsecondary education institutions. However, this philosophy of affordability is balanced with the need to provide sufficient revenue to achieve the goals and objectives identified in CPE's *2016-2021 Strategic Agenda for Postsecondary and Adult Education: Stronger by Degrees* and MSU's *SOAR 2018-2022 Vision & Strategic Plan*. Sufficient revenue is also needed to offset the loss of state appropriation and increases in operating costs.

Student Housing Rental Rates

Student housing rental rates are established to remain competitive with other state universities and the local housing market with similar amenities. To continue to keep MSU housing as an affordable option for our students, a rate freeze of student housing rental rates is recommended for 2019-2020.

RATIFY THE 2020-2026 SIX YEAR CAPITAL PLAN

**BOR (V-B-8)
March 28, 2019**

Recommendation:

That the Board approve the 2020-2026 Six-year Capital Plan that will be submitted to the Capital Planning and Advisory Board on April 15, 2019.

Background:

The University will be submitting the 2020-2026 Six-Year Capital Plan to the Capital Planning and Advisory Board and the Council on Postsecondary Education by the statutory deadline of April 15, 2019. The Plan will include a list of capital projects with an estimated scope of \$1,000,000 or more and equipment purchases with an estimated scope of \$200,000 or more. A preliminary list of the projects in the 2020-2026 Six-Year Capital Plan is being presented to the Board at the March 28, 2019 meeting.

The projects included in the first biennia of the Plan will be used as the basis of the development of the 2020-2022 Executive Budget Capital Request which will be presented to the Board for approval at its September meeting. The projects are identified by the anticipated fund source including:

- State Bonds – Bonded indebtedness issued by the State for which the debt service payments will be managed by the State.
- State General Funds – Direct state appropriations designated in the Budget of the Commonwealth for a specific line item.
- Agency Bonds – Bonded indebtedness issued by the University for which debt service payments will be made by the University from institutional revenues.
- Agency Funds – University funds generated from institutional revenue sources.
- Other Funds – External funds granted to the University for a specific capital project.

Following is the final list of projects included in the 2020-2026 Six-Year Capital Plan as submitted to the Capital Planning Advisory Board and the Council on Postsecondary Education:

SIX YEAR CAPITAL PLAN 2020-2026

2020-2022

Project Title

Estimated Scope

Projects Funded with State Bonds or State General Funds

Construct Science and Engineering Building	\$	98,000,000
Construct Ctr for Excellence in Education	\$	52,380,000
Renovate Combs Classroom Building	\$	30,733,000
Renovate Third Street Eats	\$	2,982,000
Replace Electrical Switchgear B	\$	1,891,000
Capital Renewal and Maintenance Pool - E&G	\$	7,600,000
Water Plant Sediment Basin	\$	1,921,000
Upgrade Campus Fire & Security Systems	\$	2,729,000
Repair Camden-Carroll Library Façade & Interior	\$	10,000,000
Enhance Network/Infrastructure Resources-Add'l	\$	3,150,000
Enhance Library Automation Resources	\$	1,573,000
Upgrade Instruct. PCs/LANS/Peripherals	\$	4,088,000
Capital Renewal and Maintenance Pool - Univ. Farm	\$	1,235,000
Comply with ADA-E&G	\$	3,921,000
Renovate Button Auditorium	\$	18,129,000
Renovate Howell-McDowell	\$	4,139,000
Renovate Jayne Stadium	\$	39,761,000
Acquire Land Related to Master Plan	\$	4,000,000
Renovate Lappin Hall	\$	7,975,000

<i>Subtotal State Bonds/Funds</i>	\$	296,207,000
--	-----------	--------------------

Projects Funded with Agency Bonds or Agency Funds

Capital Renewal and Maintenance Pool - AUX	\$	4,539,000
Comply with ADA - Auxiliary	\$	2,034,000
Construct New Residence Hall	\$	37,956,000
Construct New Volleyball Facility - Phase 2	\$	2,380,000
Renovate Alumni Tower Ground Floor	\$	3,812,000
Renovate Cartmell Residence Hall	\$	15,188,000
Replace Exterior Precast Panels- Nunn Hall	\$	3,148,000
Replace Turf on Jacobs Field	\$	1,102,000

<i>Subtotal Agency Bonds/Funds</i>	\$	70,159,000
---	-----------	-------------------

TOTAL 2020-2022 CAPITAL PROJECTS	\$	366,366,000
---	-----------	--------------------

2022-2024**Projects Funded with State Bonds or State General Funds**

Acquire Land Related to Master Plan	\$	4,000,000
Campus Drainage Project	\$	16,834,000
Capital Renewal and Maintenance Pool - E&G	\$	1,404,000
Comply with ADA - E&G	\$	5,114,000
		<hr/>
<i>Subtotal State Bonds/Funds</i>	\$	27,352,000

Projects Funded with Agency Bonds or Agency Funds

Compy with ADA - Auxiliary	\$	2,151,000
		<hr/>
<i>Subtotal Agency Bonds/Funds</i>	\$	2,151,000

TOTAL 2022-2024 CAPITAL PROJECTS

<hr/>	\$	29,503,000
		<hr/>

2024-2026**Projects Funded with State Bonds or State General Funds**

Acquire Land Related to Master Plan	\$	4,000,000
Capital Renewal and Maintenance Pool - E&G	\$	2,352,000
Comply with ADA - E&G	\$	4,705,000
Expand Life Safety: E&G Facilities	\$	1,097,000
Renovate Academic Athletic Center	\$	46,491,000
Renovate Allie Young Hall	\$	19,413,000
Renovate Ginger Hall Classroom Building	\$	42,193,000
Renovate Reed Hall	\$	37,909,000
		<hr/>
<i>Subtotal State Bonds/Funds</i>	\$	158,160,000

Projects Funded with Agency Bonds or Agency Funds

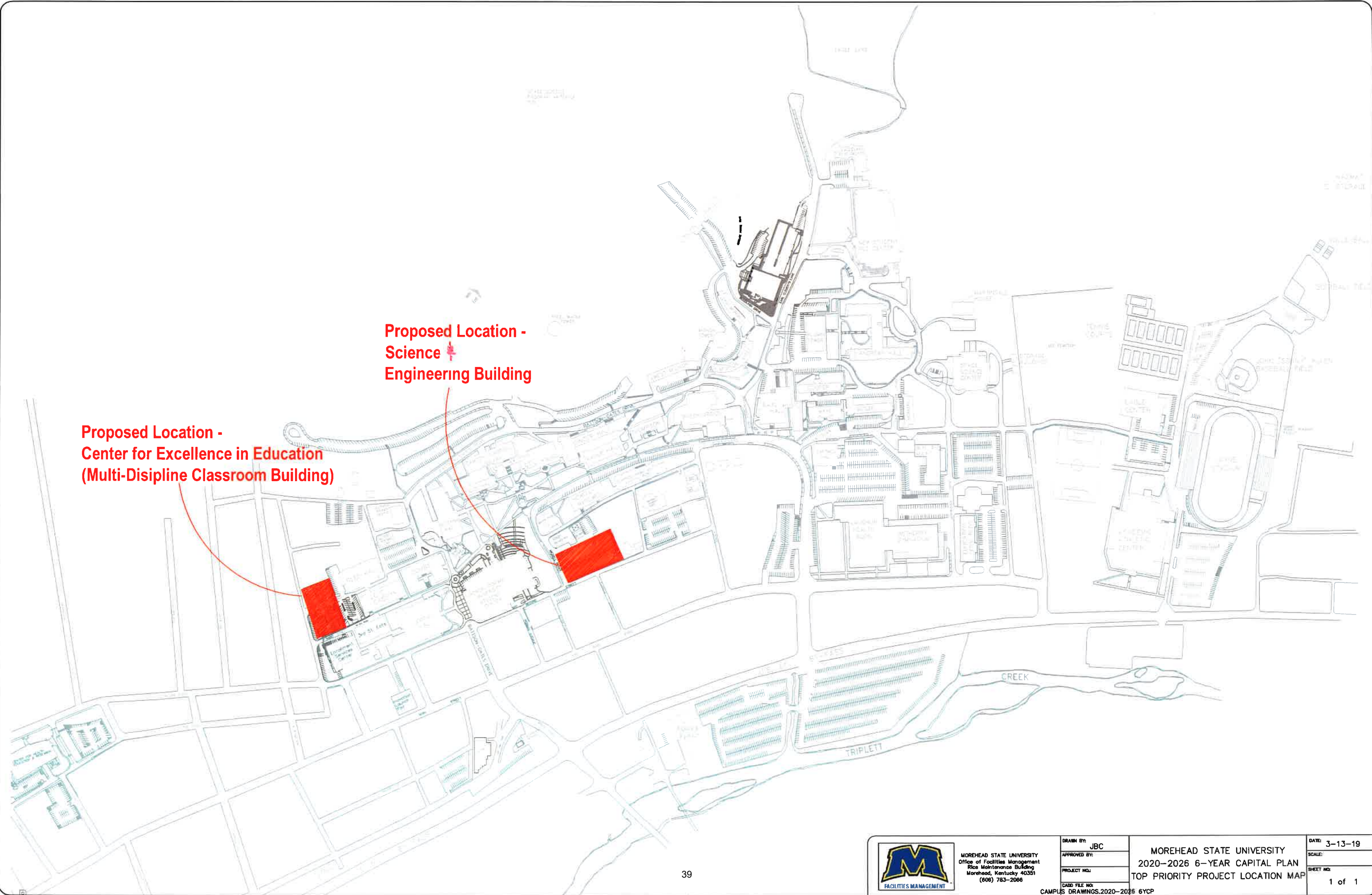
Comply with ADA - Auxiliary	\$	1,983,000
		<hr/>
<i>Subtotal Agency Bonds/Funds</i>	\$	1,983,000

TOTAL 2024-2026 CAPITAL PROJECTS

<hr/>	\$	160,143,000
		<hr/>

GRAND TOTAL 2020-2026

<hr/>	\$	556,012,000
		<hr/>



Proposed Location -
Science
Engineering Building

Proposed Location -
Center for Excellence in Education
(Multi-Discipline Classroom Building)



MOREHEAD STATE UNIVERSITY
Office of Facilities Management
Rice Maintenance Building
Morehead, Kentucky 40351
(606) 783-2066

DRAWN BY: JBC
APPROVED BY:
PROJECT NO.:

CADD FILE NO: CAMPUS DRAWINGS.2020-2026 6YCP

MOREHEAD STATE UNIVERSITY
2020-2026 6-YEAR CAPITAL PLAN
TOP PRIORITY PROJECT LOCATION MAP

DATE: 3-13-19
SCALE:
SHEET NO: 1 of 1

APPROVE COACHES CONTRACTS

BOR (V-B-9)
March 28, 2019

Recommendation:

That the Board of Regents approve the contracts for the following athletic coaches:

Stephanie M. Barker, Head Women's Golf Coach (July 1, 2019-June 30, 2022)

James D. Gordon, Head Volleyball Coach (February 1, 2019-January 31, 2022)

Background:

Stephanie M. Barker has been the Head Women's Golf Coach since July of 2007. Coach Barker's contract includes expectations regarding Academic Progress Rates (APR), and Graduation Success Rates (GSR). Furthermore, Coach Barker agrees to abide by all NCAA & Morehead State University policies and procedures. This is not a tenure-eligible appointment.

James D. Gordon has been the Head Women's Volleyball Coach since March of 2003. Coach Gordon's contract includes expectations regarding Academic Progress Rates (APR), and Graduation Success Rates (GSR). Furthermore, Coach Gordon agrees to abide by all NCAA & Morehead State University policies and procedures. This is not a tenure-eligible appointment.

**STUDENT GOVERNMENT ASSOCIATION (SGA)
CONSTITUTIONAL AMENDMENTS**

**BOR (V-B-10)
March 28, 2019**

Recommendation:

That the Board of Regents approve amendments to the SGA Constitution and Bylaws.

Background:

The Board of Regents has the power and duty to approve the Constitutions of the Faculty Senate, Staff Congress and Student Government Association, per the Board of Regents Bylaws, Section 1.3.25.

Per Article XII, Section 1 of the SGA Constitution, proposed amendments to the constitution must be presented to Student Congress for consideration. A proposed amendment will become effective when ratified by a two-thirds majority of those voting on the amendment in a campus-wide election, and when approved by the Board of Regents.

The Student Government Association has engaged in examination of its Constitution and Bylaws over the course of the last two academic years, culminating in the revisions and amendments approved by the SGA Student Congress and presented here to the Board of Regents for approval.

**Student Government Association
Constitution and Bylaws Amendments (2017-18)**

Approved by SGA Student Congress on January 24th, 2018 (unanimous vote)
Last Approved by the Board of Regents in October 2010.

Constitution Revisions:

Original	Changed to
,as citizens of the United States of America and the University (Article III, Section 1)	,as united citizens of the University
“Executive Committee”	Executive Board (changed throughout)
“Congress”	Student Congress (changed throughout)
One (1) representative per college (Article V, Section 1)	Add in the specific college names. Elmer T. Smith College of Business and Technology, Caudill College of Arts, Humanities, and Social Sciences, College of Education, College of Science.
GPA requirements for Student Court was 2.5 (Article VI, Section 3)	Raised minimum GPA to 3.0
Procedure: Amendments and changes to this constitution may be proposed by a majority vote of Congress or by a petition signed by not less than 10 percent of the Student Association. An Amendment shall become effective when ratified by two-thirds majority of those voting on the actual amendment in a campus wide election, and when approved by the Student Life Committee and the Board of Regents. (Article XII, Section 1)	Procedure: Amendments and changes to this constitution may be proposed by an Ad Hoc Committee that is chaired by the Executive Vice President or by a petition signed by not less than 10 percent of the Student Association. An Amendment shall become effective when ratified by two-thirds majority of Student Congress, and when approved by the Student Life Committee and the Board of Regents.
small spelling and word changes (throughout the whole document)	**see comments on document**

Constitution Additions:

- Added new requirement to the SGA Vice President for Public Relations that “He or she shall keep a record of all related programs and sponsored events on a thumb drive specifically designated for that purpose. **(Article IV, Section 4)**

Bylaws Revisions:

Original	Changed to
Executive Committee	Executive Board (throughout)
<p>A. Starting the day after the first candidate's meeting, candidates may campaign door-to-door until the day before the primary election from 5pm-9pm. Any campaign activity cannot interfere with the academic mission of the university.</p> <p>(Article IV, Section 4)</p>	<p>A. Starting the day after the first candidate's meeting and ending on the day of the election's announced closing, candidates may campaign door-to-door from 5pm-9pm. Any campaign activity cannot interfere with the academic mission of the university.</p>
<p>No university social media accounts can be used for publicizing any candidate.</p> <p>(Article IV, Section 4)</p>	<p>"No university social media accounts can be used for publicizing any candidate. This includes, but is not limited to the social media accounts owned and operated by an officially listed office, individual, or organization that is directly affiliated with the University. The social media accounts of MSU Athletics, the University's social media accounts, or the social media accounts of the Student Government Association may not be used to promote the election of any candidate."</p>
<p>"No campaign materials will be allowed to be posted in classrooms, computer labs, on trash cans, departmental boards, utility poles, buildings, interior walls of buildings, doors, trees, or other places deemed inappropriate by the Office of Student Activities Inclusion and Leadership."</p> <p>(Article IV, Section 4)</p>	<p>"No campaign materials will be allowed to be posted in classrooms, computer labs, on trash cans, departmental boards, utility poles, exteriors of buildings, trees, or other places deemed inappropriate by the Office of Student Activities Inclusion and Leadership."</p> <p>(allowance of materials on interior walls of building, and doors)</p>
<p>ADDING, STRIKING, AND AMENDING THE BYLAWS OF SGA</p> <p>Section 1.</p> <p>Procedure for Adding, Striking, and Amending Bylaws</p> <p>A. A motion may be made by any member of congress to add, strike, and amend bylaws.</p>	<p>ADDING, STRIKING, AND AMENDING THE BYLAWS OF SGA</p> <p>Section 1.</p> <p>Procedure for Adding, Striking, and Amending Bylaws</p> <p>A. A motion may be made by any member of Student Congress to add, strike, and amend bylaws.</p>

<p>B. Bylaws may be accepted, rejected, and amended by a TWO-THIRDS vote of congress.</p> <p>(Article V, Section 1)</p>	<p>B. An Ad Hoc committee, chaired by the Executive Vice President shall be in charge of suggesting, editing, and finalizing a revised copy of the bylaws.</p> <p>C. Bylaws may be accepted, rejected, or amended by a TWO-THIRDS vote of Student Congress.</p>
--	---

Bylaws Additions:

- In order to clear up confusion regarding the time frame for campaigning, we propose the addition of a new section that would read “B. All campaigning functions including campaign promotion, passing out of campaign materials, social media usage, and any other legal campaigning activities are permitted between the end of the first candidate’s meeting until the officially announced ending of the election. Candidates may campaign on election days.” **(Article IV, Section 4)**
- To better clarify social media usage: “Social media accounts run by the candidate, their campaign manager, or any other non-affiliated University personnel may promote and utilize social media platforms both during campaigning and on the days of the elections. All other non-University affiliated organizations may only begin promoting a candidate on social media after the first candidates meeting and up until the officially announced close of the election.” **(Article IV, Section 4)**
- New “campaign finance” section. “Any candidate running for an Executive Board position or for a position on Student Congress is only permitted to spend up to \$250.00 on campaign advertising materials. Campaign advertising materials is defined as any promotional item that advances the candidates name presence and includes but is not limited to banners, promotional flyers, or business cards. A copy of the receipt for all campaign advertising materials must be turned in and filed with the Office of Student Activities, Inclusion and Leadership 24 hours before the opening of voting polls. **(Article IV, Section 6)**

2017-18 Ad Hoc Committee Membership:

Brandon Bryer- Chair, Colby Birkes- Vice Chair, Luke Birkes, Thomas Curtsinger, Katie Smith, Nicholas Anderson, Emma Li Matthews, Hannah Burkhart, Taylor Back

**Student Government Association
Constitution and Bylaws Amendments (2018-19)**

Approved by the SGA Student Senate on November 28, 2018 (by a vote of 34-1)

Bylaws Revisions:

Original	Proposed Changes
To report directly to the Executive Vice President (Article I, Section 2, subsection C-5)	To report directly to the presiding official
The duties of a Vice Chair are to include the following... to submit the completed report to the Executive Vice President (Article I, Section 3, subsection D-5)	The duties of a Vice Chair are to include the following... to submit the completed minutes to the Executive Vice President.
Article II refers to this body as the Student Congress	We propose to change your name to senators and this body be known as the Student Senate
If the candidate running in the Executive Board election does not receive 50% +1 of the vote, the top two candidates will participate in a runoff election. (Article IV, Section 2, subsection C-a)	The candidate must only receive a simple majority (a plurality) of the votes.
No campaign materials may be posted in residence halls except for on general use bulletin boards (Article IV, section 4, subsection D-3)	No campaign materials may be posted in residence halls. (omit the second half)
Current executive members may not actively endorse candidates or distribute materials on behalf of a candidate. (Article IV, section 4, subsection I)	a.) The above provision does not apply if the current Executive Member(s) wish to seek election on a joint ticket to an Executive Board position.
No university social media accounts can be used for publicizing any candidate. This includes, but is not limited to the social media accounts owned and operated by an officially listed office, individual, or organization that is directly affiliated with the University. The social media accounts of MSU Athletics, the University's official social media accounts, or the social media accounts of the Student	Proposed subsection labeled "a." that grants an exception to social media accounts of student organizations "a.) the above provision does not apply to the social media accounts of student organizations."

Government Association may not be used to promote the election of any candidate. (Article IV, section 4, subsection J)	
Office of Student Activities Inclusion and Leadership (Article IV, section 5, subsection D)	Student Affairs Office
A Student Court hearing will take place no more than 10 business days after the form has been officially submitted by the election committee. (Article IV, Section 7, subsection D)	A Student Court hearing will take place no more than 5 business days after the form has been officially submitted by the election.

Constitution Revisions:

Original	Proposed Changes
The Vice President of Administration shall be responsible for... (Article IV, section 4, subsection C)	The Vice President of Administration shall be responsible for... presiding over the student life committee.
The Vice President of Finance shall... (Article IV, section 4, subsection D)	The Vice President of Finance shall... preside over the Finance Committee
The Vice President for Public Relations shall be responsible for... (Article IV, section 4, subsection E)	The Vice President for Public Relations shall be responsible for... presiding over the Public Relations Committee.
The Vice President for Campus Involvement shall be responsible for... (Article IV, section 4, subsection F)	The Vice President for Campus Involvement shall be responsible for... presiding over the Campus Involvement Committee.
Addition to Article V.	One member of the Student Government Association Senate shall serve as the body's Chief of Staff, appointed through an interview process conducted by the President and Advisor. a.) The Chief of Staff shall scribe the proceedings of each Senate member, to be revised by the Vice President of Administration. b.) shall write and circulate a biweekly Student Government news letter c.) Must present a bi-weekly report in Senate meetings over Higher Education news

Addition to Article V.	<p>One member of the Student Government Association shall serve as the Speaker of the Senate, elected by the Senate Body through a simple majority vote</p> <p>a.) elections must occur within the first three meetings of the new Senate.</p> <p>b.) The Speaker will serve as the liaison between the standing committees</p> <p>c.) Will serve as the liaison between the Student Government Association and other</p>
------------------------	---

2018-19 Ad Hoc Committee Membership:

Colby Birkes, Emily Wiley, Luke Birkes, Shelby Alger, Joe Gatton, Brandon Bryer

The Constitution of the Morehead State University Student Government Association

PREAMBLE

We, the students of Morehead State University, cognizant of our rights and responsibilities as citizens of the University community, do hereby establish a system of self-government whereby our convictions and actions may be fully represented in a forum, our rights protected by adjudication, and our desires executed into reality, in the constitution of the Morehead State University Student Government Association.

ARTICLE I – THE STUDENT ASSOCIATION

Section 1. Definition: Any person enrolled as a full-time student of Morehead State University is a member of the Student Association and is entitled to all the privileges and protections granted within this constitution.

ARTICLE II – BRANCHES OF GOVERNMENT

Section 1. Delegation of Powers: The Student Association of Morehead State University shall be governed by three branches: executive, legislative, and judicial. These branches shall be separate but interrelated.

Section 2. Title of the Branches: These aforementioned branches shall have the powers of student self-government. They shall be named: the Executive Board, the Student Congress, and the Student Court, respectively.

ARTICLE III – BILL OF RIGHTS

Section 1. Rights of Students: The rights of students of the Morehead State University Student Association, as citizens of the University, shall not be infringed upon by any person, organization, association, or group affecting this University.

Section 2. Inalienable Rights: All citizens are by nature free and equal, and have certain inherent and inalienable rights, among which are:

A. The right of enjoying and defending their privileges and liberties granted in the Constitution of the United States.

- B. The right of students to freely communicate their thoughts and opinions.
- C. The right of students to assemble together in a peaceable manner for their common good, and to apply to those invested with the power of government for re-dress of grievances or other just causes by petition, address, or remonstrance.
- D. The right of students to be protected from discrimination because of sex, race, nationality, birthplace, disabilities, sexual orientation, or association.
- E. The right of students to free elections. Students appointed to office are to be appointed by freely elected officials.
- F. The right of students to alter, reform, or abolish their government, conditioned by the Board of Regents.
- G. The right of students to a speedy, judicial remedy. Protection from double jeopardy, self-incrimination, and excessive or cruel punishment shall be guaranteed.

Section 3. University Reserved Right: The administration may, in those cases where there is a strong indication that a student's misconduct will be repeated or continue, or where the administration believes disciplinary action is necessary to permit the University to carry on its function, impose immediate suspension with resultant loss of all student rights and privileges, pending hearing, if the student desires, before the Student Disciplinary Committee. The student has a right to a speedy hearing on the limited question of whether suspension should remain in effect until the regular hearing is completed.

ARTICLE IV – THE EXECUTIVE BRANCH

Section 1. Officers: The executive branch shall consist of the following: President, Executive Vice President, Vice President for Administration, Vice President for Finance, Vice President for Public Relations, and Vice President for Campus Involvement.

Section 2. Qualifications:

- A. Any Candidate for the executive branch must:
 - 1. Be a member of the Student Association.
 - 2. Have a 3.0 cumulative grade point average.
 - 3. Not be on academic warning.
 - 4. Not be on disciplinary probation.
- B. Any Candidate for the office of President must also have successfully completed a minimum of 45 hours of full-time study at Morehead State University.
- C. Any elected member of the executive branch must:
 - 1. Be a member of the Student Association.

2. Maintain a minimum 3.0 cumulative grade point average during their term in office.
3. Not be on disciplinary probation.

Section 3. Executive Board Responsibilities: The Executive Board shall be responsible for the execution of all Student Senatorial acts. It shall assist the President; advise the Executive Vice President of his or her selection of chairmen for the standing committees; meet prior to each general Student Senate session to set an agenda; meet in emergency sessions; select members of the clerical staff; and perform all duties granted it by the Student Senate.

Section 4. Duties of Officers:

- A. The President of the Student Government Association is the chief officer of the executive branch.
 1. The major duties are as follows: to make all appointments granted to the executive branch; to preside at all the meetings of Student Senate; to preside at all the Executive Board meetings; to perform such other duties as are necessary to serve the student(s) of the association to the best of his or her ability.
 2. His or her presidential-legislative power shall be limited to: introduction of legislation, debate as granted in the latest edition of *Robert's Rules of Order*, messages, and power to initiate impeachment charges.
 3. His or her presidential-judicial power shall be limited to the authority to bring charges against violators of laws set by the Student Association, and to appoint, with the approval of Student Senate, judges to the court.
- B. The Executive Vice President shall be vested with the powers of the President in the absence of, or at the request of the President. He or she shall be an ex-officio member of all Student Senate committees. He or she is charged with reporting their progress to the President. The Executive Vice President shall preside during the impeachment and/or removal proceedings of the Chief Justice of the Student Court. The Executive Vice President must attend each standing committee's meeting once a month. He or she shall conduct an evaluation of the effectiveness of all standing committees each semester to be submitted to the President.
- C. The Vice President for Administration shall be responsible for all clerical assistance and the maintenance of all records of Student Senate meetings and the Executive Board meetings. He or she shall handle all correspondence and send written notification of Student Senate meetings at least three days in advance of the respective meetings dates. The Vice President for Administration shall have a copy of the constitution, standing rules, the book

of parliamentary procedure, and a list of all members of Student Senate at all Student Senate meetings upon the request of the President. He or she shall file an official copy of the Student Senate minutes with the advisor and whomever Student Senate designates within three days after the Student Senate meetings. The Vice President for Administration shall be the presiding official over the Student Life Committee.

- D. The Vice President for Finance shall have the power to conduct all financial transactions of the association. He or she is entrusted with the keeping of all financial records and the collection and distribution of all monies as directed by Student Senate, and/or the President, when granted the power by Student Senate. All monies must be kept in accordance with the policies of Morehead State University. The Vice President for Finance shall present to Student Senate a breakdown of the budget and disbursements of funds at least once per month. The Vice President for Finance shall be the presiding official over the Funding and Awards Committee.
- E. The Vice President for Public Relations shall be responsible for the public affairs of the Student Senate. He or she shall act as the public relations director of the Student Senate and shall direct all notifications and announcements of Student Senate sponsored events to the Student Association. He or she shall keep a record of all the Student Government Association's promotional activities on a thumb drive specifically designated for that purpose. The Vice President for Public Relations shall be responsible for maintaining the Student Government Association's online presence. He or she is also responsible for advertising openings on Student Senate and the Student Court. The Vice President for Public Relations shall be the presiding official over the Public Relations Committee.
- F. The Vice President for Campus Involvement shall be responsible for the administration and proposition of all sponsored programs and/or events to the Executive Board and Student Senate. He or she shall keep a record of all the Student Government Association's related programs and sponsored events on a thumb drive specifically designated for that purpose. The Vice President for Campus Involvement shall be responsible for the administration of special programs related to student issues or concerns as directed by the Executive Board and Student Senate. The Vice President for Public Relations shall be the presiding official over the Campus Involvement Committee.
- G. The individual members of the Executive Board will be responsible for other duties as assigned by the President.

ARTICLE V – THE STUDENT SENATE

Section 1. Membership: The membership of the Student Government Association shall be composed of:

- A. The Executive Board.
- B. The **class representatives** will be elected from the following classifications: freshman (2), sophomore (2), junior (2), senior (2), and graduate (1)

- C. The **residence halls** will be represented by one (1) at-large position.
- D. One (1) **commuter representative** shall be elected from that constituency. Commuters are defined as students not living in University housing.
- E. One (1) representative **per college** shall be elected by their constituents. There shall be one (1) representative from the College of Business and Technology, one (1) representative from the College of Education, one representative from the College of Science, and one (1) representative from the Caudill College of Arts, Humanities and Social Sciences. These representatives will also serve as student members on committees within their colleges.
- F. There shall be fourteen (14) **at-large representatives** elected. Those elected shall be a member of the Student Association, as defined in Article I, Section 1.
- G. One (1) **International Student Representative** shall be elected by their constituents. International Student is defined as a non-American student of this university.
- H. One (1) **Student Athlete Representative** shall be elected by their constituents. Student Athlete is defined as a member of a Morehead, NCAA sanctioned sport.
- I. **One (1) RHA/RA Representative** shall be elected by their constituents. The holder of this position/candidate must be either a member of the Executive Board of the Residence Hall Association, or be a Resident Advisor
- J. Each representative will be a member of a standing committee of Student Senate.

Section 2. Qualifications: All representatives must be full-time students and in good social and academic standing with a 2.5 overall grade point average on a 4.0 scale. A representative must be a member of the class that he or she represents during the first semester of his or her term of office, or a member of the student segment that he or she represents for the entire term of his or her office. Qualifications of all candidates shall be verified and recorded by the Vice President for Administration of the Student Senate before names will be placed on the ballot. If a Student Senate member drops below a full-time status or a 2.5 GPA during a semester, he or she may not remain on Student Senate. The Vice President for Administration shall ensure that all Student Senate members remain eligible for their positions throughout their term of office.

Section 3. Parliamentary Procedure: The Student Senate shall use *Robert's Rules of Order*, latest edition, to govern the parliamentary procedure when not in conflict with this constitution.

- Section 4. Vacancies: If a vacancy occurs in Student Senate, a new representative from the same constituency shall be appointed by the President of the Student Government Association and approved by the Student Senate.
- Section 5. Appointments: The Student Senate shall, by a majority vote, ratify all appointments made by the President, unless otherwise provided for in this constitution. Any person appointed by the President shall be entitled to exercise all powers of the appointed office upon ratification by the Student Senate.
- Section 6. Advisor: The advisor of the Student Senate shall be the Vice President for Student Life or his or her delegated representative. He or she shall have deliberate power but no voting power in Student Senate. He or she must be notified in advance by the Vice President for Administration of all Student Senate sessions.
- Section 7. Minutes: The Student Senate must keep minutes of its proceedings.
- Section. 8. Committees: All special and standing committees of the Student Government Association shall be established by the executive branch upon Student Senate approval. The Executive Vice President shall regulate them. Committees shall be given direction through purposes and guidelines when established by Student Senate and report to the Executive Vice President.
- Section 9. Quorum: A majority of the voting members of the Student Senate shall form a quorum for the transaction of business.
- Section 10. Committee Reports: Committee representatives shall be asked to report weekly on the action of their respective committees.

ARTICLE VI – THE STUDENT COURT

- Section 1. Authority and Purpose: The Student Court established by the Student Government Association and approved by the Student Life Committee receives its authority from the Board of Regents through the President of Morehead State University. The Student Court will hear cases of members of the Student Association and student organizations charged by the Attorney General of the Student Court with violating provisions of the Student Government Association constitution, the

Association's election procedures, or other stated policies of the Association, and will recommend action to the appropriate University committee.

Section 2. Composition and Duties:

A. Composition:

1. The Student Court shall consist of a Chief Justice and four Associate Justices.
2. There shall be an Attorney General.
3. There shall be an Assistant Attorney General.
4. There shall be a Chief Defense Counsel.
5. There shall be a Clerk of Court.

B. Duties:

1. Chief Justice:
 - a. He or she will preside over all hearing and meetings.
 - b. He or she will call special meetings and hearings.
 - c. He or she may discuss each case with the court.
 - d. He or she will cast a vote only in case of a tie.
 - e. In cases in which the Chief Justice is unable to preside, an acting Chief Justice shall be selected by lot of the Associate Justices.
2. Associate Justices:
 - a. Each Associate Justice may discuss each case with the Court.
 - b. Each Associate Justice may cast one vote on all issues.
3. Attorney General:
 - a. He or she is to act as a prosecutor for the court.
 - b. He or she is to gather all pertinent and relevant information concerning the case.
 - c. He or she shall prepare a writs of summons on individual or chief executive officers of organizations, ordering them to appear before the court. The summons must be delivered at least forty-eight (48) hours before the date of appearance to allow the defendant to consult with his or her Chief Defense Counsel. The server of summons shall be the Vice President for Student Life or his or her designee.
4. Assistant Attorney General:
 - a. He or she is to assist the Attorney General as prosecutor for the court.
 - b. He or she is to assist the Attorney General in gathering all relevant information concerning the case.
 - c. In cases in which the Attorney General feels he or she cannot prosecute a case fairly, he or she may disqualify himself or herself and the Assistant Attorney General will assume the prosecution of the case.
5. Chief Defense Counsel:

- a. He or she shall gather evidence relevant to the case, and shall have access to the information of the Attorney General concerning the case.
 - b. He or she shall conduct the defense for the case unless the defendant requests another Counsel. (Refer to Article VI, Section 2. A1).
- 6. Clerk of Court:
 - a. He or she shall keep transcripts of all hearings for the court.
 - b. He or she shall forward each decision and a copy of the transcript of all proceedings to the President of the Student Government Association and the Vice President for Student Life.

Section 3. Method of Selection, Terms of Office, and Vacancies:

A. Method of Selection:

- 1. The President of the Student Government Association, with the approval of Student Senate, shall appoint Justices to the court and designate a Chief Justice. No Justice may be a member of Student Senate while serving on the court. Appointments shall be made in the spring semester by the newly elected President prior to the final Student Senate meeting.
- 2. The Attorney General, Assistant Attorney General, Chief Defense Counsel, and Clerk of Court shall be appointed by the President of the Student Government Association with the approval of Student Senate. They may not be members of Student Senate during their respective terms of service. Appointments shall be made in the spring semester by the newly elected President prior to the final Student Senate meeting.

B. Terms of Office: All Justices, the Attorney General, Assistant Attorney General, the Chief Defense Counsel, and the Clerk of Court shall serve from the date of their approval by Student Senate until the newly appointed members have been sworn in, unless otherwise stated in this constitution. All court officers must be full-time students with a minimum of 30 credit hours, a minimum of a 3.0 GPA on a 4.0 scale, and must not be on social or academic probation at the time of appointment or during their term of office.

C. Vacancies: In the event of vacancies, the President of the Student Government Association, with the approval of Student Senate, shall appoint officers to serve the remainder of the term.

Section 4. Impeachment and Punishments: Any member of the Student Court may be removed from their respected office through the procedure defined in Article X, Section 1.

- Section 5. Jurisdiction: Any member of the Student Association or any student organization charged by the Attorney General may be subject to the jurisdiction of the court.
- Section 6. Authority and Appeal:
- A. The establishment of the court and the derivation of its authority are contingent upon statutory restrictions of the Commonwealth of Kentucky and delegation of power from the Board of Regents and the President of the University.
 - B. The court may recommend any action, which it considers fair and equitable to the appropriate University committee and may be modified.
 - C. Decisions resulting from the recommendation of the Student Court may be appealed to the appropriate University committee and may be modified.
- Section 7. General Punishments:
- A. A Justice will be disqualified in any case in which proof of conflict of interest is established in the preliminary motions or any Justice may freely disqualify himself or herself from voting on a case, which he or she feels he or she cannot, without prejudice, pass judgment. A disqualified judge may not attend court hearings. He or she may not discuss the case and cannot vote.
 - B. A decision is reached by a majority of justices voting on the case.
 - C. The Student Senate may develop lower courts, as they are deemed necessary, with the approval of the Student Life Committee and the Board of Regents.
- Section 8. Advisor: The Advisor of the Student Court shall be the Vice President for Student Life or his or her designee. He or she shall have deliberate power but no voting power in court. He or she must be notified in advance by the Clerk of the Student Court of all hearings.
- Section 9. Meeting Time:
- A. The court shall meet once a semester as well as anytime that may arise.
 - B. The Chief Justice shall have the power to call special meetings, providing a forty-eight (48) hour notice of all such meetings is given to all officials of the court.
- Section 10. Hearings:
- A. The Chief Justice shall have the power to call special hearings. The Defendant, Chief Defense Counsel, Attorney General, Assistant Attorney General, Clerk of Court, Advisor, and all Justices must be notified of such hearings forty-eight (48) hours in advance.
 - B. For regular hearings, the following procedures will be observed:
 - 1. Call of cases on docket.

2. Enter plea.
3. Opening statements from prosecution and defense counsels, respectively.
4. Presentation of case for prosecution, including evidence and witnesses through direct examination.
5. Cross-examination.
6. Any re-direct or re-cross examinations.
7. After prosecution rests its case, defense will pursue its case in the same order.
8. Summation by prosecution.
9. Summation by defense.
10. Verdict of the court.

Section 11. Enumerated Rights of the Defendant: A person appearing before the court is to be advised of the following rights which he or she enjoys as an American Citizen or as a full-time student of Morehead State University. These rights shall be enumerated in the writ of summons.

- A. He or she may act as own counsel, utilize the assistance of the Chief Defense Counsel's office, or have Counsel of own choice. Such Counsel must be a full-time Morehead State University student.
- B. He or she may have witnesses testify on his or her behalf.
- C. He or she must be informed of the charges brought against him or her.
- D. He or she may not be forced to testify against himself or herself, or be forced to otherwise incriminate himself or herself.
- E. He or she may change his or her plea.
- F. He or she may request an open or closed hearing.
- G. He or she has the right to request of the court that the courtroom be cleared of all spectators. The Chief Justice reserves the right to clear the courtroom of spectators who violate the dignity of the court by unruly action during proceedings.
- H. He or she has the right to testify in his or her own defense.

ARTICLE VII – STUDENT INITIATIVE, REFERENDUM, AND RECALL

Section 1. Initiative: Any election deemed appropriate may be initiated by a resolution approved by a majority of the Student Senate at a regular meeting or by a petition directed to the Student Senate stating the proposed matter in full and signed by at least 10 percent of the Student Association.

Section 2. Referendum: The Student Senate shall, within 15 days of receipt, verify the initiative and shall refer the referendum to the President of the Association to

begin ratification within twenty-four (24) hours of its verification. Ratification shall be accomplished in the following manner:

- A. The President of the Student Government Association shall, within 60 days and not less than 15 days from the date of receipt cause a special election to be held, wherein the Student Association shall be entitled to vote on the matter submitted.
- B. The election will be held, provided that notice of such election setting forth the proposed referendum, in full, be made public by the Vice President for Public Relations not less than six days prior to the date set for the election.
- C. If the referendum is approved by a majority of those voting it shall be binding upon all branches of the Student Government Association.

Section 3. Recall: If by a petition of not less than 25 percent plus one of the official's constituency calls into question the qualification record or if the loyalty of the elected official is disputed, Student Senate shall call a special election demanding a majority vote of the total constituency to declare a vacancy in that office. If a vacancy is declared it shall be filled by special election or as otherwise stated in Article V, Section 4., of this constitution.

ARTICLE VIII – ELECTIONS AND TERMS OF OFFICE

Section 1. Executive Branch: The Student Association shall elect all members of the Executive Branch each year mid-term in the spring semester of the academic year. All dates, procedures, and rules pertaining to the elections and installations will be established by an Election Committee created by the Executive Vice President. All newly elected officials shall be installed before the end of the spring semester at a time and in a fashion set by the Election Committee. The term of office, unless otherwise stated in this constitution, is to be no longer than 12 months and no less than 10 months after installation.

Section 2. Student Senate: All members of Student Senate listed in Article V, Section 1., subsections B, C, D, E, and F, shall be elected from their respective constituencies during the first five weeks in the fall semester of the academic year. All dates, procedures, and rules pertaining to elections and installations will be established by an Election Committee created by the Executive Vice President. All newly elected officials shall be installed after the election date at a time and in a fashion set by the Election Committee. The term of office is not to extend beyond the closing of the spring semester.

Section 3. Miscellaneous Student Elections: The Student Association shall elect all other elected representatives of the Student Association created by the Student Government Association or the University. All dates, procedures, and rules pertaining to elections and installations will be established by an Election committee created by the Executive Vice President. All newly elected officials shall be installed at a time and in a fashion set by the Election Committee. The term of office shall be no more than 12 months and no less than 10 months after installation. All elected representatives of the Student Association are subject to the qualifications, fulfillment of vacancies, recall, and responsibilities as set for the members of Student Senate.

ARTICLE IX – SUCCESSION

Section 1. Order of Succession: The order of succession to the presidency shall be: Executive Vice President, Vice President for Administration, Vice President for Finance, Vice President for Public Relations, Vice President for Campus Involvement, and an elected member of Student Senate, respectively. It shall require a two-thirds vote of Student Senate and a written letter of vacancy by the outgoing President to declare a vacancy in the presidency. If for some reason a letter cannot be obtained, a second vote of Student Senate will serve to declare the vacancy. Upon the fulfillment of the office of President, the vacated position may be filled by appointment of the President and the approval of Student Senate.

ARTICLE X – IMPEACHMENT

Section 1. Definition of Impeachment: Any member of the Student Senate or the Executive Board may be impeached by a majority vote of Student Senate for any act, which is detrimental to the best interests of the Student Association and/or the University. A trial shall be held by the Student Court not sooner than one week, and not more than three weeks, from the act of impeachment. If a defendant is found guilty by the Student Court, the position shall be declared vacant, and shall be filled by appointment by the President.

ARTICLE XI – MEETINGS

Section 1. Schedule of Meetings: Student Senate shall meet weekly during the regular academic year at a time, place, and date set by the Executive Branch.

ARTICLE XII – AMENDMENTS

Section 1. Procedure: Amendments and changes to this constitution may be proposed by a member of Student Senate in which an Ad Hoc Committee is assembled. The Ad

Hoc Committee shall be chaired by the Executive Vice President. Amendments and changes to this constitution may also arise by means of a petition signed by not less than 10 percent of the Student Association. An Amendment shall become effective when ratified by two-thirds majority of Student Senate, and when approved by the Student Life Committee and the Board of Regents.

Revised April 2000

Approved by Board of Regents September 2000

Revised February 6, 2001

Approved by Board of Regents March 3, 2001

Approved by Board of Regents March 13, 2008

Approved by Board of Regents October 2010

Revised and Approved by Student Congress January 24, 2018

Revised and Approved by Student Senate November 28, 2018



Bylaws of the Morehead State University Student Government Association

PURPOSE/MISSION STATEMENT:

The Student Government Association will commit itself to addressing student concerns, improving the overall quality of student life and work to make the college experience the best it can be.

ARTICLE I. STANDING COMMITTEES

Section 1.

The standing committees will be established as follows:

- A. Campus Involvement- Develops and manages civic engagement efforts, educational programming, philanthropic programming (e.g. Challenge for Change), and participation in the campus community.
- B. Public Relations- Promotes, publicizes information and maintains social media accounts affiliated with SGA in a professional and positive manner.
- C. Funding and Awards- Evaluates applications for SGA Funding Packets, reviews and selects candidates for SGA awards and oversees the organization's budget as a whole.
- D. Student Life- Researches policies and initiate plans to enhance the quality of student life while serving as a liaison to University departments.

Section 2.

Committee Chairs

- A. The Committee Chair is the presiding Student Senate member of the committee. This person is responsible for managing the committee's operations.
- B. The Committee Chair shall be appointed by the Executive Vice President.
- C. The responsibilities of the chair are to include the following:
 - 1. To determine a time and place for the meeting to be held.
 - 2. To produce an agenda for each meeting.
 - 3. To conduct the meeting pursuant to Roberts Rules of Order.
 - 4. To report committee progress to Senate.
 - 5. To report directly to the Presiding Official.

Section 3.

Vice Chairs

- A. The Committee Vice Chair is the second presiding member of the committee. This person is responsible for assisting the chair in managing the committee's operations.
- B. The Committee Vice Chair shall be appointed by the Chair of the Committee with the approval of the Executive Vice President.
- C. In the event of the Committee Chair being removed, his/her position will be filled by the sitting Vice Chair.
- D. The responsibilities of the Vice Chair are to include the following:
 - 1. To take roll at each meeting.
 - 2. To submit roll to the Vice President for Administration.

3. To take minutes.
4. To submit the completed committee minutes to the Executive Vice-President.
5. To fulfill the responsibilities of the chair in their absence.

Section 4.

Advisors to Standing Committees

- A. All committees will have an advisor from the Executive Board.
- B. Advisor should be available should the committee require assistance.
- C. The staff advisors will also be an available resource to the committees to advise as necessary.

Section 5.

Ad-Hoc Committees:

- A. The SGA may establish and disband supplemental Committees with the intent of addressing specified purposes. These committees shall be referred to as Ad-Hoc committees.
- B. Ad-Hoc Committees shall be vested with all powers, privileges, and responsibilities as designated to standing committees by the SGA Constitution and Bylaws.

ARTICLE II. ATTENDANCE POLICY

Section 1.

Attendance for Student Senate Members

- A. SGA attendance will be regulated as follows; a maximum of two unexcused absences in total will be permitted per semester. The third unexcused absence will result in dismissal from Senate. This will include attendance to Student Senate and committee meetings.
- B. An absence shall also be defined as any appearance to one of the aforementioned events 15 minutes or more after its official start time.
- C. Any Senator may submit a written excuse to the Vice President of Administration no more than 48 hours after the absence has occurred. The excuse will be reviewed by the Executive Board and the Senator will be notified of the excuse's approval or denial.
- D. Any official university excuse may be submitted no more than 48 hours after the excused absence has occurred and the absence will be excused (e.g. Sporting Events, FYS Speakers).
- E. By the first meeting of the semester, a preapproved list of events, created by the Executive Board, will be presented to Senate. If two of these are attended before the third absence, these events may absolve one absence. No more than one absence can be absolved in one semester.
 - a. The Executive Board will be able to add makeup events as they see fit.
- F. Event attendance can only absolve an absence if it occurs in the same semester as that absence.
- G. The Executive Board will notify SGA Student Senators individually after their first unexcused absence. After the second unexcused absence the Executive Board will notify the member in question to allow them to resign or appeal their absences. The appeal will be heard by the Student Court.

Section 2.

Attendance for the Executive Board

- A. Required to attend weekly Student Senate meetings.

- B. Advisors of the standing Committees are required to attend their respective committee meetings.
- C. Attendance requirements for the Executive Board meetings will follow the policy written in Article 2, Section 1, Part A.

ARTICLE III. DISPENSATION OF SGA FUNDS

Section 1.

- A. Prior to each fall semester the Executive Board shall take into consideration the SGA budget as a whole.

Section 2.

- A. The Executive Board shall earmark funds for SGA standing committees based on analysis of previous and projected expenditures.
 - 1. Any use of SGA standing committee funds must first be proposed by the respective standing committee and approved by a majority vote within the committee.
 - 2. All standing committee transactions must be approved by a majority vote of the Student Senate unless otherwise specified in SGA governing documents.
 - 3. All committee expenditures of less than or equal to \$50.00 may be approved by the Vice President for Finance without a majority vote of the SGA Senate.
 - a) Standing Committees must file a request to dispense funds with the Vice President for Finance and include:
 - a. Amount Requested
 - b. Description of Expenditure
 - c. Sponsorship by the Committee
 - b) If the Vice President for Finance is inaccessible for a signature of approval, committee expenditures of less than or equal to \$100.00 may be approved by the President.

Section 3.

- A. All funds not allocated to SGA standing committees shall be designated as the SGA General Fund.
 - 1. Allocations of the SGA General Fund may be proposed to the Student Senate and approved by a majority vote.
 - 2. The SGA General Fund shall be designated for spending outside the specific duties of the standing committees.

Section 4.

- A. The Executive Board shall present the Dispensation of SGA Funds to Student Senate for ratification, no later than the second Student Senate meeting of each fall semester.

ARTICLE IV. SGA ELECTION RULES AND PROCEDURES

The following are rules by which the campaigning and elections will be governed. Should there be any violations of these rules, then action may be taken against the individual concerned and/or the candidate for which the individual is campaigning.

Section 1.

Election Committee

- A. An election committee of five to seven members of Student Senate shall be formed six weeks prior to the election day(s) by the Executive Vice President.

1. In the event that the Executive Vice President is running for reelection, they must step down from the committee and succession will be followed.
- B. The election committee shall adhere to all regulations and responsibilities designated to committees in the Bylaws.
- C. No candidate for election is eligible for membership in the committee.
- D. The election committee will meet at least two times during the six weeks prior to the election(s).
- E. The committee shall be responsible for:
 1. Setting the election dates,
 2. Setting the date for the candidates meeting,
 3. Setting the date for the debate,
 4. Reviewing campaign violations,
 5. Conduction of a voter drive during the days of the election,
 6. And all other duties as assigned by the Assistant Vice President/Dean of Students.

Section 2.

Voting / Election

- A. In order for a student to vote in the election, he/she must be a full-time student at Morehead State University.
- B. Voting may not be used as bribery or as a way to gain admittance or admission into any function.
- C. The election will be open during the announced time provided by the Student Government Association. The election information will be announced one week prior to the election. Winners will be selected by receiving the highest percentage of votes. Results will be announced at least one week after the election.
- D. If there is any failure of the university data network or alleged violation that would impair at least five percent of the total number of students from voting, the results of the election could be voided, and a new election may be held within 48 hours. The decision to hold a new election or declare an election void is at the discretion of the Assistant Vice President/Dean of Students.
- E. If no Campaign Violation is filed, the results of the election will be posted within 48 hours of the election. If a Campaign Violation is filed, the results will be posted once the violation has been settled.

Section 3.

Candidate Requirements and Responsibilities

- A. Student Government Association Executive Board candidates must meet all the qualifications set forth in the SGA Constitution: be a full-time student, have at least a 3.0 cumulative GPA and be in good disciplinary standing with the university.
- B. Any candidate for the office of President must have successfully completed a minimum of 45 hours of full-time study at Morehead State University.
- C. Candidates for all Executive Board offices must be able to attend at least two SOAR sessions.
- D. Candidates running for any Executive Board office must be available to attend KLA and summer job training unless they are unavailable due to a university sponsored event or if they live outside the university's in-state tuition district.
- E. Each candidate or their campaign manager as designated on the candidate's application must attend the first candidate's meeting as announced by the SGA Election Committee.

At the conclusion of the meeting, each candidate, their campaign manager, or a designated representative must sign a form stating they understand the election rules and regulations.

- a. If a representative is not present at the first candidate's meeting, the candidate will be removed from the ballot.
- F. While campaigning, candidates, their campaign managers, and any other representatives are required to conduct themselves in a professional manner.

Section 4.

Campaign Regulations

- A. Candidates running for office may begin campaigning after, and only after, the first candidate's meeting as announced by the SGA Election Committee.
- B. All campaigning functions including campaign promotion, passing out of campaign materials, social media usage, and any other legal campaigning activities are permitted between the end of the first candidate's meeting until the officially announced ending of the election. Candidates may campaign on election days.
- C. There will be no campaigning on the day of the election within an approximant 25ft radius of the voter drive.
- D. Any campaign activity cannot interfere with the academic mission of the university.
 - 1. Candidates must gain permission from the Area Coordinator and or Director of each residence hall and the visit must be documented by the Area Coordinator and or Director of each residence hall.
 - 2. Candidates must have the proper escort for each building and floor (e.g. female candidates need a male, from that building, escort them on male floors).
- E. No campaign materials may be posted in residence halls
- F. Starting the day after the first candidate's meeting and ending on the day of the election's announced closing, candidates may campaign door-to-door from 5pm-9pm. Any campaign activity cannot interfere with the academic mission of the university.
- G. In order for a candidate to host political activities documented permission must be gained from the Dean of Students or his/her designee and scheduled through the Office of Conference and Event Services.
- H. No voice amplification devices of any kind are to be used.
- I. No mass communication may be sent by a university employee on behalf of a candidate.
- J. Current executive members may not actively endorse candidates or distribute materials on behalf of a candidate.
 - a. The above provision does not apply if the current Executive Member(s) wish to seek election on a joint ticket to an Executive Board position.
- K. No university social media accounts can be used for publicizing any candidate. This includes, but is not limited to the social media accounts owned and operated by an officially listed office, individual, or organization that is directly affiliated with the University. The social media accounts of MSU Athletics, the University's official social media accounts, or the social media accounts of the Student Government Association may not be used to promote the election of any candidate.
- L. Social media accounts run by the candidate, their campaign manager, or any other non-affiliated University personnel may promote and utilize social media platforms both during campaigning and on the days of the elections. All other non-University affiliated

organizations may only begin promoting a candidate on social media after the first candidates meeting and up until the officially announced close of the election

Section 5.

Campaign Materials

- A. A candidate is responsible for all materials, activities or other aspects, relating to his/her candidacy; therefore, he/she should approve all materials and activities related to his/her candidacies that are conducted by his/her campaign manager or supporters.
- B. All campaign materials must include, "Paid for by Candidate" or PFBC.
- C. The Student Government Association logo may not be used on any campaign material.
- D. All political advertising should be put on bulletin boards which are designated for general use and/or other areas designated by the SGA Election Committee. There will be a limit of ONE poster per candidate per bulletin board. No poster on a university bulletin board is to exceed 16'' x 24''. No campaign materials will be allowed to be posted in classrooms, computer labs, on trash cans, departmental boards, utility poles, trees, or other places deemed inappropriate by the Office of Student Affairs
- E. All campaign literature distributed through the University Post Office or Residence Hall mail boxes must be properly addressed with the name and appropriate box number as well as the sender name. Each candidate is entitled to one stuffing of mail boxes in the residence halls during all-campus elections. The Office of Student Affairs must be notified 48 hours prior to the stuffing of Residence Hall mail boxes in order to notify the Office of Student Housing.
- F. Political banners are to be displayed only with the approval of the Office of Student Affairs
- G. No candidate may negatively refer to his/her opponent or other person affiliated with an opponent in any campaign materials or events.
- H. No under-the-door distribution of materials will be approved for elections.
- I. A Candidate's campaign material may be removed only by the candidate, the campaign manager, or a designated representative.
- J. All posted campaign materials must be removed by the candidate or candidate's designated representative 48 hours following the completion of the election.

Section 6.

Campaign Finance

- A. Any candidate running for an Executive Board position or for a position on Student Senate is only permitted to spend up to \$250.00 on campaign advertising materials. Campaign advertising materials is defined as any promotional item that advances the candidates name presence and includes but is not limited to banners, promotional flyers, or business cards. A copy of the receipt for all campaign advertising materials must be turned in and filed with the Office of Student Affairs 24 hours before the opening of voting polls.

Section 7.

Campaign Violations

- A. Any formal complaint about a candidate or their materials must be filed by submitting a Campaign Violation Form to the Election Committee.
- B. Forms must be submitted no more than 48 hours after the election has ended.
- C. Any violation will be reviewed by the election committee, who will determine whether the violation will be submitted to Student Court.

- D. A Student Court hearing will take place no more than 5 business days after the form has been officially submitted by the Election Committee.

Section 8.

The election will follow Robert's Rules of Order to govern election procedure when not in conflict with the election rules. If at any time the election rules are found in conflict with the Constitution of the SGA, constitutional rules and requirements are to be followed.

ARTICLE V. ADDING, STRIKING, AND AMENDING THE BYLAWS OF SGA

Section 1.

Procedure for Adding, Striking, and Amending Bylaws

- A. A motion may be made by any member of Student Senate to add, strike, and amend bylaws.
- B. An Ad Hoc committee, chaired by the Executive Vice President shall be in charge of suggesting, editing, and finalizing a revised copy of the bylaws.
- C. Bylaws may be accepted, rejected, or amended by a TWO-THIRDS vote of Student Senate.

APPROVED by Legislative Committee: 2/20/07

APPROVED by Congress: 2/21/07

REVISED by Congress: 9/26/07

Revised & Approved by Congress: 2/03/10

Revised & Approved by Congress: 9/22/10

Revised & Approved by Congress: 2/26/15

Revised by Congress: 12/02/15

Revised & Approved by Congress: 01/24/18

Revised & Approved by Senate: 11/28/18

Recommendation:

That the Board of Regents approve amendments to the Staff Congress Constitution and Bylaws.

Background:

The Board of Regents has the power and duty to approve the Constitutions of the Faculty Senate, Staff Congress and Student Government Association, per the Board of Regents Bylaws, Section 1.3.25.

Per Article X, Section 6 of the Staff Congress Constitution, amendments to the constitution must be presented to Staff Congress for consideration. A proposed amendment will become effective when ratified by a two-thirds majority of Staff Congress, and when approved by the President and Board of Regents.

Staff Congress has engaged in examination of its Constitution and Bylaws, culminating in the revisions and amendments approved by Staff Congress and presented here to the Board of Regents for approval.

**Staff Congress
Constitution and Bylaws Amendment Update**

Approved by Staff Congress on December 3, 2018

Constitution Revisions: Last Approved by the Board of Regents September 8, 1997

Original	Changed to
<i>Section 5. Limitation. No Representative shall hold more than one office at any time. No Representative may serve more than two successive terms in the same office.</i>	<i>Section 5. Limitation. No Representative shall hold more than one office at any time. No Representative may serve more than two complete, successive terms in the same office. Partial year terms due to vacancies are not included in this limitation.</i>

Bylaws Revisions: Last Approved by the Board of Regents January 11, 2016

Original	Changed to
Communications Officer	Removed/revised throughout, as follows:
ARTICLE III OFFICERS Section 1. Officers The Staff Congress shall annually elect four officers from its membership to serve one year or until their respective successors have been elected and seated. Officers must have one year experience as members of Staff Congress and receive a majority of votes cast for the office. These officers, the Chair, Vice-Chair, Secretary/Treasurer and Communications Officer shall comprise the Executive Council with the immediate past Chair of the Staff Congress and Committee Chairs serving as ex-officio members of the Executive Council.	ARTICLE III OFFICERS Section 1. Officers The Staff Congress shall annually elect three officers from its membership to serve one year or until their respective successors have been elected and seated. Officers must have one year experience as members of Staff Congress and receive a majority of votes cast for the office. These officers, the Chair, Vice-Chair, and Secretary/Treasurer shall comprise the Executive Council with the immediate past Chair of the Staff Congress and Committee Chairs serving as ex-officio members of the Executive Council.
ARTICLE III OFFICERS Section 4. Election of Officers B. An election to fill a vacancy in the office of either Vice Chair, Secretary/Treasurer or Communications Officer of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs. Such elections shall be conducted as described in Section 4 (A) of this Article.	ARTICLE III OFFICERS Section 4. Election of Officers B. An election to fill a vacancy in the office of either Vice Chair or Secretary/Treasurer of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs. Such elections shall be conducted as described in Section 4 (A) of this Article.
ARTICLE III OFFICERS	ARTICLE III OFFICERS

<p>Section 6. Duties of the Vice-Chair The duties of the Vice-Chair of the Staff Congress shall be:</p> <ul style="list-style-type: none"> A. To preside at meetings of the Staff Congress in the absence of the Chair. B. To become Chair in the event a vacancy occurs in the office of the Chair and to notify Representatives of the Staff Congress, in writing, that he/she has become Chair. C. To represent the Staff Congress when appointed to do so by the Chair. D. To facilitate maintenance of Staff Congress Web site. E. To nominate Standing Committee Chairs as outlined in Section 4A of Article V of these Bylaws. F. To perform other duties as specified by the Chair. 	<p>Section 6. Duties of the Vice-Chair The duties of the Vice-Chair of the Staff Congress shall be:</p> <ul style="list-style-type: none"> A. To preside at meetings of the Staff Congress in the absence of the Chair. B. To become Chair in the event a vacancy occurs in the office of the Chair and to notify Representatives of the Staff Congress, in writing, that he/she has become Chair. C. To represent the Staff Congress when appointed to do so by the Chair. D. To facilitate maintenance of Staff Congress Web site. E. To nominate Standing Committee Chairs as outlined in Section 4A of Article V of these Bylaws. F. To create other Staff Congress communications as directed by the Chair. G. To perform other duties as specified by the Chair.
<p>ARTICLE III OFFICERS Section 7. Duties of the Secretary/Treasurer The duties and functions of the Secretary/Treasurer of the Staff Congress shall be:</p> <ul style="list-style-type: none"> A. To keep and record accurate minutes of regular and special meetings of the Staff Congress and to distribute copies of the minutes to Representatives of Staff Congress at least five working days prior to the next meeting. B. To keep a roll of the membership of Staff Congress an accurate record of each Representative's attendance at meetings of the Staff Congress, and notify the Credentials and Elections Chairperson of attendance issues in a timely manner. C. To assist the Chair in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these Bylaws. D. To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws. E. To preside at meetings of the Staff Congress in the absence of both the Chair 	<p>ARTICLE III OFFICERS Section 7. Duties of the Secretary/Treasurer The duties and functions of the Secretary/Treasurer of the Staff Congress shall be:</p> <ul style="list-style-type: none"> A. To keep and record accurate minutes of regular and special meetings of the Staff Congress and to distribute copies of the minutes to Representatives of Staff Congress at least five working days prior to the next meeting. B. To keep a roll of the membership of Staff Congress an accurate record of each Representative's attendance at meetings of the Staff Congress, and notify the Credentials and Elections Chairperson of attendance issues in a timely manner. C. To assist the Chair in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these Bylaws. D. To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws. E. To preside at meetings of the Staff Congress in the absence of both the Chair

<p>and Vice-Chair and to appoint a Secretary/Treasurer Pro-tem to record the minutes of such meetings.</p> <p>F. To maintain and report the budget of Staff Congress.</p> <p>G. To perform other duties as specified by the Chair.</p>	<p>and Vice-Chair and to appoint a Secretary/Treasurer Pro-tem to record the minutes of such meetings.</p> <p>F. To maintain and report the budget of Staff Congress.</p> <p>G. To create the monthly Staff Congress Newsletter.</p> <p>H. To perform other duties as specified by the Chair.</p>
<p>ARTICLE III</p> <p>OFFICERS</p> <p>Section 8. Duties of the Communications Officer</p> <p>The duties of the Communications Office of the Staff Congress shall be:</p> <p>A. To create the monthly Staff Congress Newsletter.</p> <p>B. To assist the Vice Chair with the Staff Congress website.</p> <p>C. To create other Staff Congress communications as directed by the Chair.</p> <p>D. To perform other duties as specified by the Chair.</p>	<p>ARTICLE III</p> <p>OFFICERS</p> <p>Section 8 Deleted</p>

Elections & Credentials Committee Membership:

Krys Lynam - Chair, Sherry Surmount - Vice Chair, Richard Fletcher,
John Haky, Amanda Holbrook, Jarred Hunt, David Litteral, Kerry Murphy, Lora Pace, and Alan Rucker

Staff Congress Constitution

Preamble

In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff of Morehead State University, we, the staff of this university, do establish a representative body to be known as the Staff Congress. The Staff Congress is established as an advisory body reporting to the University's chief executive officer. Further, we pledge to administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the University in achieving its educational goals.

Article I - Name

This Organization shall be known as the Morehead Staff University Staff Congress.

Article II - Purpose

The Morehead State University Staff Congress is responsible for eliciting and expressing opinions, suggestions, and recommendations of the staff on all matters of concern to them. The Staff Congress will be responsible for continual review of University policies, documents, and decisions affecting staff and may make recommendations concerning these matters when appropriate, to the University administration. The Staff Congress may request appropriate information necessary to discharge its responsibilities. The Staff Congress may seek representation on appropriate University Standing Committees, in the development and implementation of policies and procedures, and in all aspects of University operations that affect staff.

Article III - Representation

The Staff Congress represents staff employees at the University. A staff employee is defined in the Personnel Policy Manual, PG - 2, items 3 and 4, which states:

3. Staff Exempt -- Those individuals whose primary responsibilities are the performance of professional, administrative, and supervisory work. Designation in this category is the responsibility of the Director of Human Resources.

4. Staff Nonexempt -- Those individuals who perform technical, paraprofessional, secretarial, clerical, service, maintenance, and/or skilled trades work and who are designated as nonexempt. Designation in this category is the responsibility of the Director of Human Resources.

Staff employment categories and representation are further defined in the Bylaws.

Article IV - Membership & Eligibility

Section 1. The Staff Congress consists of Representatives who are eligible staff members and who were elected by eligible staff members of the respective category. The date and manner of election shall be determined in the Bylaws of the Staff Congress.

Section 2. The total membership of the Staff Congress shall consist of not more than thirty Representatives.

Section 3. Each regular full-time University staff member is eligible to vote and to seek election.

Section 4. Representatives shall be elected for a term of three years excluding the first election. Terms for the first election are defined in the Bylaws. Each Representative may retain his/her Congress seat until an election has been conducted to elect a successor, and the successor has been seated.

Section 5. Each Representative has one vote and may not vote by proxy.

Section 6. Any Representative may be removed from the Staff Congress for cause, as defined in the Bylaws, by a two-thirds vote of his/her constituency.

Article V - Officers

Section 1. Officers. The Staff Congress shall elect three officers from its membership: Chair, Vice-Chair, and Secretary of the Morehead State University Staff Congress.

Section 2. Eligibility. Each member elected to the Staff Congress is eligible for election to the officers described in Section 1 of this Article, and only elected members of the Staff Congress may nominate and cast ballots in the election of any officer.

Section 3. Duties. The officers described in Section 1 of this Article shall perform those duties as defined in the Bylaws of the Staff Congress and such other duties as are designated by the Staff Congress.

Section 4. Term of Office. Officers of the Staff Congress shall serve for a term of one year in the manner defined in the Bylaws. Each officer remains in office until an election has been conducted to elect a successor and the successor has been seated.

Section 5. Limitation. No Representative shall hold more than one office at any time. No Representative may serve more than two complete, successive terms in the same office. Partial year terms due to vacancies are not included in this limitation.

Section 6. Removal from Office. Any officer may be removed from office for cause as defined in the Bylaws and by approval of two-thirds vote of the Staff Congress members.

Article VI - Meetings

The Staff Congress shall meet at least monthly at a convenient time and day as defined in the Bylaws of the Staff Congress.

Article VII - Standing Committees

Standing committees of the Staff Congress shall be defined in the Bylaws.

Article VIII - Quorum

A quorum for conducting business at meetings shall be a majority of the Staff Congress members.

Article IX - Parliamentary Authority

Section 1. The Staff Congress shall be governed by procedures contained in Robert's Rules of Order, latest edition, in the consideration of all matters properly referred.

Section 2. Any conflict between the source cited in Section 1 of this Article and Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution first and Bylaws second.

Section 3. Where necessary and proper, interpretation and application of governing procedures outlined in the source cited in Section 1 of the Article shall be the responsibility of the Staff Congress Parliamentarian who is appointed by the Chair of the Staff Congress.

Article X - Amendments & Bylaws

Section 1. The Staff Congress has the power to enact Bylaws to implement the provisions of this Constitution.

Section 2. A proposal to amend or change the Bylaws shall be signed by five Representatives of the Staff Congress and shall require approval by two-thirds of the membership of the Congress.

Section 3. Any proposal to amend or change this Constitution shall be signed five Representatives of the Staff Congress or twenty-five percent of the staff.

Section 4. Proposals to amend or change this Constitution of the Bylaws must be submitted to the Secretary of the Staff Congress for placement on the agenda of the next regular meeting of the Staff Congress at least two weeks prior to said meeting.

Section 5. First consideration of a proposal to amend or change this Constitution or the Bylaws shall be voted on at a regular meeting of the Staff Congress. If the proposal receives approval by two-thirds of those Representatives present and voting, it shall be placed on the agenda of the next regular meeting for final consideration.

Section 6. Final consideration of a proposal to amend or change this Constitution shall require approval of two-thirds of the Staff Congress Representative, and approval of the President and the Board of Regents of Morehead State University.

Section 7. Final consideration of a proposal to amend or change the Bylaws shall require approval of two-thirds of those Representatives present and voting.

Article XI - Ratification

This constitution shall be ratified upon approval by a simple majority of the staff in a special meeting called for the purpose of ratifying this Constitution and upon approval of the President and Board of Regents of Morehead State University.

As Revised September 8, 1997

[As Revised December 3, 2018](#)

Staff Congress Bylaws

ARTICLE I REPRESENTATION

Section 1. Responsibility

Each Representative is bound to keep informed and to represent the interest of his/her constituency.

Section 2. Representation (By Geographic Category)

A. Each regular full-time University staff member is eligible for nomination and election to the Staff Congress.

B. Thirty staff representatives shall be elected to proportionately represent each of five geographic area categories based on the percentages of employees in each area. Percentages are to be reviewed annually by the Credentials and Elections Committee at least 3 months prior to the date of the next election with adjustments made according to the number of employees in each area.

C. The Staff Regent, Faculty Senate Chair, and President of the Student Government Association shall be ex-officio members of the Staff Congress.

Section 3. Election Process

A. Staff Congress elections shall be the responsibility of the Credentials and Elections Committee pursuant to the following:

1. Staff Congress elections shall be held in a manner and at a time to be determined by the Credentials and Elections Committee in accordance with the election processes set forth below.
2. Within each geographic area category, the candidates receiving the highest number of votes shall serve the vacant three-year term. In the event of a tie, the winner shall be decided by a runoff election. All runoff elections will be held exactly two full weeks following the initial election and will be prescheduled with a date and time determined by the Credentials and Elections Committee. Runoff elections would include both Staff Congress Candidate elections and Staff Regent Candidate elections.

B. Staff Congress elections shall be conducted each year during the month of April.

C. Information shall be circulated prior to the election month to announce and explain the election process.

D. Each eligible staff employee may be a candidate for election to the Staff Congress by making his/her wishes known in writing to the Credentials and Elections Committee. A candidate may represent and be elected by only one of the five geographic area categories.

E. The Credentials and Elections committee shall appoint representatives to receive all nominations at one designated location. Individuals may nominate themselves for Staff

Congress.

F. If online voting is not feasible, the Credentials and Elections Committee shall designate polling locations with voting provisions made for afternoon, night shift and off-campus employees.

G. Eligible staff members who cannot vote during the designated times shall be allowed to vote by absentee ballot. Absentee ballot procedures will be determined and distributed by the Credentials and Election Committee.

H. Eligible voters shall vote for nominees in their category as outlined in Section 2 of this Article.

Section 4. Term of Office

A. Each Representative shall be elected for a term of three years.

B. Terms shall begin with the first regular meeting in July.

C. Terms shall be staggered so that one third of the Staff Congress Representatives are elected annually.

D. Each Representative shall retain his/her seat until an election has been conducted to select a successor, and the successor has been seated.

Section 5. Permanent Vacancy

A. A vacancy occurs:

1. When an elected Representative terminates employment with the University.
2. When a Representative misses three consecutive meetings or five meetings within the Congress year as determined by the Credentials and Elections Committee. A representative removed from office may appeal to the C & E Committee within five working days of notification.
3. When a candidate is not nominated or elected to serve the unexpired term of a vacancy or an expired term.
4. When a Representative transfers from one area to another within the University.
5. When a representative resigns his/her seat on Staff Congress.

B. When a vacancy occurs, the candidate in the applicable area category receiving the next highest number of votes in the last election shall be appointed. In the event a candidate is not available or declines appointment, the Credentials and Elections Committee shall recommend a replacement within the same area category to Staff Congress for its approval. If a replacement is not recommended by the Credentials and Elections Committee, the term shall remain vacant until the next regularly scheduled election.

C. The appointee shall serve the remainder of the current year. The vacancy will then be placed for election to the unexpired term.

D. A temporary leave of absence from Staff Congress of up to one year may be granted by petitioning the Credentials and Elections Committee. If approved by Staff Congress, a replacement shall be chosen according to Items B and C of this section.

Section 6. Duties

A. Each Representative shall attend all meetings and serve on committees as assigned.

B. Each Representative shall be familiar with Staff Congress business and be willing to respond to questions from his/her constituency.

C. Each Representative shall have one vote and may not vote by proxy.

ARTICLE II

The Chief Financial Officer/Vice President for Administration and Fiscal Services will function as a liaison between Staff Congress and the President and may be requested to attend meetings of Staff Congress.

ARTICLE III OFFICERS

Section 1. Officers

The Staff Congress shall annually elect three officers from its membership to serve one year or until their respective successors have been elected and seated. Officers must have one year experience as members of Staff Congress and receive a majority of votes cast for the office. These officers, the Chair, Vice-Chair, and Secretary/Treasurer shall comprise the Executive Council with the immediate past Chair of the Staff Congress and Committee Chairs serving as ex-officio members of the Executive Council.

Section 2. Officer Nominations

Staff Congress Representatives may nominate eligible Staff Congress Representatives, or nominate themselves, for one of the officer positions as outlined in Section 1 of the Article. Nominations must be submitted, in writing, to the Credentials and Elections Chairperson no later than two weeks prior to the officer election. Nominations will include a Statement of Interest from the nominee. Nominations will be posted on the Staff Congress website no later than one week prior to the officer election.

Section 3. Voting Eligibility

Only elected members of Staff Congress may nominate and vote to elect any officer of Staff Congress.

Section 4. Election of Officers

Election of Officers stated in Section 1 of this Article shall be conducted by secret ballot at the June meeting of Staff Congress with newly appointed officers assuming positions in July.

A. The Parliamentarian of Staff Congress shall be the presiding officer for that portion of the meeting devoted to officer elections. The Parliamentarian shall appoint two Representatives to serve as tellers in the count of votes cast in these elections. Any representative nominated for an office shall be ineligible to serve as a teller in the count of the votes for the office to which he/she has been nominated; in which case, the Parliamentarian shall appoint a temporary teller to count the votes.

B. An election to fill a vacancy in the office of either Vice Chair or Secretary/Treasurer of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs. Such elections shall be conducted as described in Section 4 (A) of this Article.

C. In the event a vacancy of the Chair occurs, the Vice Chair as stated in Section 6 of this Article, will fill the office.

D. In the event the Parliamentarian is not available, the Chair of the Credentials and Elections Committee will preside over the Officer Elections as described in Section 3A of this Article.

Section 5. Duties of the Chair

The duties and function of the Chair of the Staff Congress shall be:

A. To preside at all meetings of the Congress.

B. To determine, in consultation with the Secretary/Treasurer of the Congress, the agenda for all meetings.

C. To issue calls for both regular and special meetings through the Secretary/Treasurer and in accordance with Section 5 of Article IV of these Bylaws.

D. To receive all matters directed to the Staff Congress and to refer these to the Staff Congress or to one of its committees, as appropriate.

E. To represent the Staff Congress in the University community and in the community at large.

F. To appoint all ad hoc committees as described in Article IV of these Bylaws and, as appropriate, to appoint Staff Congress Representatives to University groups with designated staff representation.

G. To enforce the Constitution and Bylaws of the Staff Congress.

H. To exercise other duties and functions, including all fiscal responsibilities, as specified by the Staff Congress.

Section 6. Duties of the Vice-Chair

The duties of the Vice-Chair of the Staff Congress shall be:

- A. To preside at meetings of the Staff Congress in the absence of the Chair.
- B. To become Chair in the event a vacancy occurs in the office of the Chair and to notify Representatives of the Staff Congress, in writing, that he/she has become Chair.
- C. To represent the Staff Congress when appointed to do so by the Chair.
- D. To facilitate maintenance of Staff Congress Web site.
- E. To nominate Standing Committee Chairs as outlined in Section 4A of Article V of these Bylaws.
- F. To create other Staff Congress communications as directed by the Chair.
- G. To perform other duties as specified by the Chair.

Section 7. Duties of the Secretary/Treasurer

The duties and functions of the Secretary/Treasurer of the Staff Congress shall be:

- A. To keep and record accurate minutes of regular and special meetings of the Staff Congress and to distribute copies of the minutes to Representatives of Staff Congress at least five working days prior to the next meeting.
- B. To keep a roll of the membership of Staff Congress an accurate record of each Representative's attendance at meetings of the Staff Congress, and notify the Credentials and Elections Chairperson of attendance issues in a timely manner.
- C. To assist the Chair in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these Bylaws.
- D. To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws.
- E. To preside at meetings of the Staff Congress in the absence of both the Chair and Vice-Chair and to appoint a Secretary/Treasurer Pro-tem to record the minutes of such meetings.
- F. To maintain and report the budget of Staff Congress.

G. To create the monthly Staff Congress Newsletter.

H. To perform other duties as specified by the Chair.

Section 9. Appointment and Duties of the Parliamentarian

Within one week following the election of officers, the Chair of the Staff Congress shall appoint a Representative to serve as Parliamentarian. The duties of the Parliamentarian shall be:

A. To assist the Chair in maintaining order at meetings of Staff Congress.

B. To interpret and apply Robert's Rule of Order (latest revision) when requested by either the Chair or by motion duly adopted by the Staff Congress.

C. To serve as presiding officer of the Staff Congress only for that portion of the June meeting in which officers are to be elected in accordance with Section 4 or Article III of these Bylaws.

D. To keep and maintain an accurate and up-to-date copy of the Constitution, Bylaws, and all amendments made thereto and to transmit the same to his/her successor.

E. To serve as Parliamentarian for a term of one year concurrent with the term of the Chair of Staff Congress.

Section 10. Removal of Staff Congress Officers

An officer of the Staff Congress may be removed from office upon determination of willful violation of the Staff Congress Constitution, Bylaws, or policies or procedures; malfeasance in office; or neglect of duty to the Congress. No officer shall be removed without approval of two thirds of the elected membership of Staff Congress.

A. A petition requesting the removal of an officer must be signed by one-third of the membership and must specify the grounds for such removal.

B. Such petition shall be delivered to the Chair of the Credentials and Elections committee. The Chair will immediately deliver a copy of such petition, without signatures, to the officer named therein and schedule a meeting of the Credentials and Elections Committee to consider the petition.

C. The officer named in the petition shall have five working days from the date of receipt of the copy of the petition from the Credentials and Elections Committee to respond either in writing or in person to the Credentials and Elections Committee.

D. The Credentials and Elections Committee shall consider all information pertinent to the petition. The Committee shall make its recommendation to Staff Congress no later than the second regular meeting of the Staff Congress following receipt of the petition. A complete and confidential record of its proceedings shall be maintained by the Credentials and Elections

Committee.

E. Staff Congress, in an executive session as stated in Section 7 or Article IV, Section 7 of these Bylaws, shall discuss the recommendation of the Credentials and Elections Committee concerning the removal of an officer. The Chair of the Credentials and Elections Committee will preside over the proceedings.

F. Staff Congress, in open session, shall vote by secret ballot on the recommendation of the Credentials and Elections Committee. A member of the Credentials and Elections Committee will tally ballots. Results will be announced to the Congress by the Chair of the Credentials and Elections Committee.

G. If at any point during the proceedings indicated in this section, the officer named in the petition for removal voluntarily resigns from office, the petition for removal shall be considered void.

ARTICLE IV MEETINGS

Section 1. Time

The Staff Congress shall meet at least once a month.

Section 2. Place

The Staff Congress shall hold its regular meetings in a location and at a time as determined by the Executive Council. The Secretary/Treasurer shall do the scheduling for the meeting location.

Section 3. Notice of Meetings

Written notice, stating the place, date, time, and agenda of each meeting shall be delivered to representatives of Staff Congress not less than five working days before a regular meeting and not less than three working days before a special meeting.

Section 4. Agenda

The Chair of the Staff Congress, in consultation with the Secretary/Treasurer, shall determine the agenda for each meeting.

A. Each committee and representative of the Staff Congress may submit agenda items to the Secretary/Treasurer not less than seven working days before a regular meeting.

B. The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution first and the Bylaws second.

Section 5. Special Meeting

A special meeting of Staff Congress may be called at the discretion of the Chair or shall be called within ten days of a written petition submitted to the Chair by seven Representatives or by a majority vote of the Representatives present during a regular meeting.

Section 6. Open Meetings

Meetings of Staff Congress shall be open to visitors. Visitors shall be seated separately from the representatives and will be recognized by the Chair only when prior arrangements have been made with the Chair or the Secretary/Treasurer of the Staff Congress.

Section 7. Executive Session

Staff Congress reserves the right to move into executive sessions upon majority vote of the Representatives for purposes permitted by the Open Meeting Act. All visitors are not allowed to participate, and may be asked to excuse themselves for the duration of the Executive Session.

Section 8. Voting

The Chair shall determine the method of voting during each meeting of Staff Congress at the time of the vote. The chair, who may appoint two representatives to assist in totaling the number of votes, shall determine the total vote.

Section 9. Roll Call Votes

A roll call vote may be called at the discretion of the Chair or shall be called upon request of a Representative with concurrence of one-third of the voting members present. A roll call vote shall be called automatically in case of a contested vote.

Section 10. Quorum

Article VIII of the Constitution provides that a quorum shall be a majority of the current elected membership.

Section 11. Debate

Debate of discussion shall be limited to twenty minutes per motion unless an extension of time is voted by two-thirds of voting members present. The Vice-Chair shall keep the time.

Section 12. Tie Votes

The Chair or presiding officer shall vote only in case of a tie vote.

ARTICLE V

STANDING COMMITTEES OF THE STAFF CONGRESS

Section 1. Function

The function of standing committees is to provide Staff Congress with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction of the

business of the Staff Congress.

Section 2. Appointment

A. Each term year at the first scheduled meeting, or when a permanent vacancy occurs, the Executive Council shall report to Staff Congress vacancies in standing committee memberships and shall nominate to Staff Congress the name of a Representative for each vacancy.

B. After nominations by the Executive Council have been reported to the Staff Congress, the Chair shall call for nominations from the floor before nominations are closed and voting commences. A majority shall be required to elect.

C. A Representative shall serve on one standing committee and shall serve for the duration of his/her term of office as a Representative.

D. Standing committees shall be composed of a minimum of five members including a chairperson.

E. To the extent possible, committee membership may be based on an equitable distribution of members from all area categories.

Section 3. Standing Committees

A. Credentials and Elections

- Membership Drive – will be responsible for advertising upcoming elections and holding small events on campus to recruit possible new candidates to run for open positions
- Elections Verification - will be responsible for verifying candidates nominated for positions, working polling locations and verifying results of elections
- Area verification – staying up to date on area categories and the percentage of representation on Staff Congress, will also make recommendations for any changes in representation on a yearly basis
- Staff Regent Election - will oversee the Staff Regent election every three years.
- University Standing Committee Appointments – will solicit nominees for University Standing Committee and submit a slate of nominees to Staff Congress for approval.

B. Benefits and Compensation

- Benefits – will work closely with Human Resources on current benefits as well as make recommendations to HR for future benefits
- Salary and Compensation – review and assess the current salaries and compensations offered to staff within the University

C. Staff Issues

- Workplace – will be concerned with reviewing issues related to the workplace and assess the ability to find a workable resolution

- Development – will assess the current development opportunities and make recommendations for future staff development opportunities
- General – will pursue the assessment and resolution of all general concerns that are submitted by University staff

Section 4. Chairperson of Standing Committees

A. The Vice-Chair of Staff Congress will call a meeting of each standing committee for the purpose of appointing a chair within each committee. The committee chair must have one-year experience as a member of the Congress. The Vice Chair will present the committee chairs to the Congress for approval.

B. Duties of Standing Committee Chairpersons shall be:

1. To call for and preside at all meetings of the respective committee.
2. To determine an agenda for each committee meeting.
3. To ensure that all matters as referred to the committee by the Staff Congress are followed through to conclusion.
4. Where necessary, to ensure that committee conduct is governed by procedures contained in Robert's Rules of Orders (latest version) in the consideration of all matters so referred.

ARTICLE VI

AD HOC COMMITTEES

Section 1. Authority

The Chair of Staff Congress, in consultation with the Executive Council, may appoint ad hoc committees as may be necessary for accomplishment of certain specific projects and for special purposes. Composition of ad hoc committees shall be recommended by the Executive Council.

Section 2. Limitation

An ad hoc committee that has responded and completed its assigned task or projects is automatically discharged.

Section 3. Appointments

Appointments made under the authority granted above shall be approved by a majority vote of Staff Congress. These appointments shall expire with the term of the Chair of the Staff Congress or automatically with discharge.

ARTICLE VII

AMENDMENTS TO THE BYLAWS

Section 1. The Staff Congress shall have the power to enact Bylaws to implement the provisions of the Constitution.

Section 2. A proposal to amend or change the Bylaws shall be signed by five members of the Staff Congress and shall require approval by two-thirds of the membership of the Congress.

Section 3. Proposals to amend or change the Bylaws must be submitted to the Secretary/Treasurer of the Staff Congress for placement on the agenda of the next regular meeting of the Staff Congress at least two weeks prior to said meeting of the Staff Congress.

Section 4. First consideration of a proposal to amend or change the Bylaws shall be voted on at a regular meeting of the Staff Congress. If the proposal receives approval by two-thirds of those members present and voting, it shall be placed on the agenda of the next regular meeting of the Staff Congress for final consideration.

Section 5. Final consideration of a proposal to amend or change the Bylaws shall require approval of two-thirds of those members present and voting.

Section 6. Approved amendments, in accordance with Section 2 of this Article shall become effective when reported by the Secretary of the Staff Congress at the next meeting.

As revised April 1, 1988

As revised June 4, 1990

As revised April 8, 1991

As revised August 10, 1994

As revised September 1, 1995

As revised September 8, 1997

As revised June 13, 2000

As revised December 3, 2007

As revised May 4, 2009

As revised January 13, 2014

As revised December 7, 2015

As revised January 11, 2016

As revised December 3, 2018

**APPROVE NAMING OF SPACE
WITHIN ADRON DORAN UNIVERSITY CENTER**

**BOR (V-B-12)
March 28, 2019**

Recommendation:

That the Board of Regents approve the naming of the theater in the Adron Doran University Center.

Background:

The naming of facilities or components of the University requires a recommendation from the President and approval of the Board of Regents. Traditionally, naming of components or facilities is a permanent means of recognizing those who have provided outstanding support to the institution or given exemplary personal service over a sustained period.

In recognition of the commitment and enduring support of Morehead State University and scholarship aid for our students, we are recommending that the name of the individuals listed below be placed on the designated spaces in the renovated Adron Doron University Center. This will honor their commitment to our mission of educating students from East Kentucky and beyond. This recognition is in addition to the previous list of approved namings.

Donor	Scholarship Commitment	ADUC Facility to be Named
Ron and Diane Cartee	\$200,000	Theater



Spring 2019 Preliminary Enrollment Report

V-C-1

5-Year Enrollment Trends*

	Spring 2015	Spring 2016	Spring 2017	Spring 2018	Spring 2019
Headcount	9,519	9,411	9,537	9,448	8,777
Undergraduates	8,440	8,321	8,563	8,503	8,022
Graduates	1,079	1,090	974	945	755
First-Time Transfers	219	222	232	225	180
Craft Academy		59	114	109	104
Eagle Scholars	1,792	1,741	2,225	2,427	2,200
Student Credit Hours	99,912	100,454	99,329	97,813	93,800
Undergraduates	93,595	94,026	93,538	92,060	88,829
Graduates	6,317	6,428	5,791	5,753	4,971
First-Time Transfers	2,187	2,195	2,514	2,421	2,100
Craft Academy		999	1,918	1,774	1,694
Eagle Scholars	7,052	7,194	9,083	10,161	8,883
FTE	6,766	6,804	6,718	6,617	6,355
Undergraduates	6,240	6,268	6,236	6,137	5,941
Graduates	526	536	483	479	414
First-Time Transfers	146	146	168	161	140
Craft Academy		67	128	118	113
Eagle Scholars	470	480	606	677	611

Winter Term Enrollment, Student Credit Hours, and FTE: 4-Year Trend

Term	Enrollment		SCH		FTE		Total ENR	Total SCH	Total FTE
	UG	GR	UG	GR	UG	GR			
Winter 2015	244	80	822	253	55	21	324	1,075	76
Winter 2016	443	101	1,655	345	110	29	544	2,000	139
Winter 2017	658	95	2,514	318	168	27	753	2,832	194
Winter 2018	598	70	2,266	231	151	19	668	2,497	170

Enrollment by Ethnicity

	Spring 2018	Spring 2019
Non URM	8,787	8,104
Nonresident Alien	182	145
Asian	81	54
White	8,428	7,769
Unknown	96	136
Under-Represented Minority	661	673
American Indian	18	11
Black	302	289
Hispanic	165	172
Native Hawaiian, Pacific Islander	7	4
Two or More Races	169	197
Grand Total	9,448	8,777

Retention Trends

	Fall 2014 to Spring 2015	Fall 2015 to Spring 2016	Fall 2016 to Spring 2017	Fall 2017 to Spring 2018	Fall 2018 to Spring 2019
Bachelor's GRS Cohort	84.8%	86.6%	87.8%	87.6%	87.8%
URM Subset	82.8%	90.9%	82.9%	92.0%	85.2%
Low-Income Subset	83.9%	87.8%	86.5%	86.0%	86.3%

*Spring enrollment combines Winter term and Spring term beginning with the inception of Winter Term in Spring 2016. Spring 2019 enrollment data is preliminary at the time of publication.

REPORT ON PERSONAL SERVICE CONTRACTS

BOR (V-C-2)
March 28, 2019

The attached list of personal service contracts represents all such contracts issued with amounts greater than \$10,000 between November 16, 2018 and March 11, 2019.

PERSONAL SERVICE CONTRACTS November 16, 2018 through March 11, 2019					
Individual/Firm	Contract Description	Contract Beginning Date	Contract Ending Date	Contract Amount	Method of Selection
Belinda Hitch	Management of SOAR STEM program	1/10/19	7/30/19	\$ 57,809	Sole Source
Multiple	Engineering for various projects – as needed	2/1/19	6/30/19	\$500,000	RFP
Multiple	Architecture for various projects – as needed	2/1/19	6/30/19	\$500,000	RFP

**REPORT ON ARCHITECTURE AND
ENGINEERING PERSONAL SERVICE CONTRACTS**

**BOR (V-C-3)
March 28, 2019**

The attached list of personal service contracts represents all Architecture and Engineering contracts issued with amounts less than \$10,000 between November 16, 2018 and March 11, 2019.

PERSONAL SERVICE CONTRACTS November 16, 2018 through March 11, 2019					
Individual/Firm	Contract Description	Contract Beginning Date	Contract Ending Date	Contract Amount	Method of Selection
CMTA	Lappin Hall HVAC Engineering	1/24/19	4/15/19	\$6,000	RFP
CMTA	AAC Volleyball Project Engineering	1/24/19	4/15/19	\$6,000	RFP
CMTA	East Mignon Chiller Engineering	1/24/19	4/15/19	\$6,000	RFP